

# State of Indiana

## Guide to Enterprise Learning Data Entry

January 7, 2005



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### **Changes from Manual dated 9/1/04:**

Added Sections – Enrolling Students in Multiple Classes, Adding Non-employees, Instructor Profiles, and Creating a Wait List

Added Job Aides – Enrolling Students in Multiple Classes, Adding Non-employees, Instructor Profiles, and Creating a Wait List



## Enterprise Learning

### Viewing Current Course Sessions

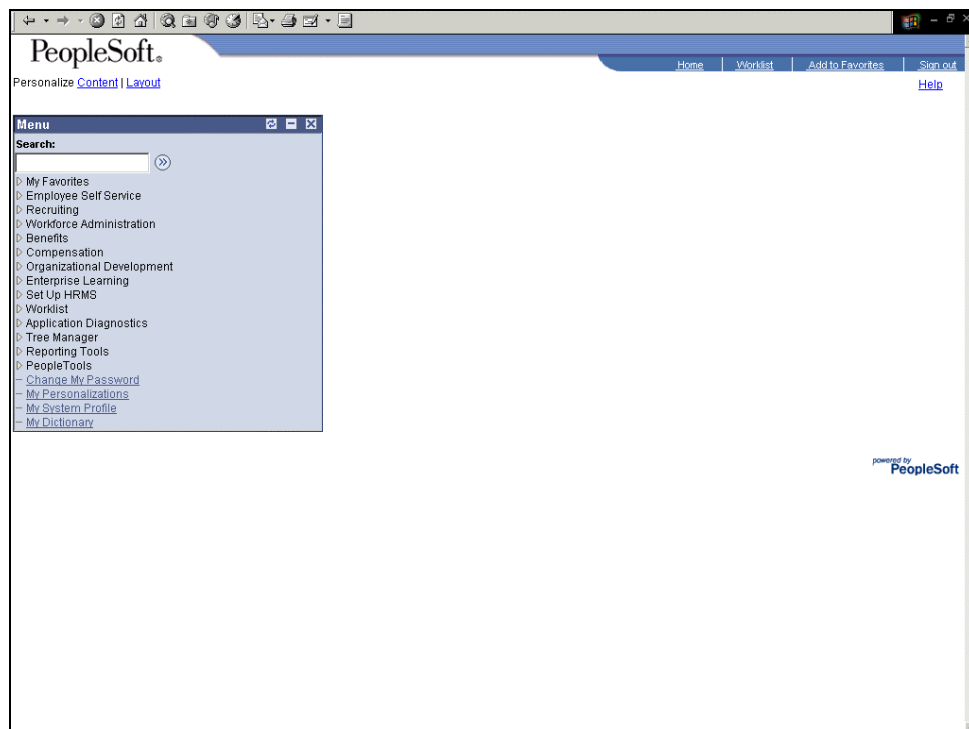
PeopleSoft's Training Administration business process helps you meet all of your organization's training needs.

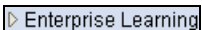
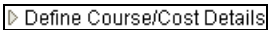

1. You can easily administer and track course sessions and training programs. This is especially critical when there are mandatory training programs for your employees. PeopleSoft provides functionality for meeting your reporting requirements.
2. You may also record student feedback about your training programs.
3. PeopleSoft tables are used to record course codes and titles.

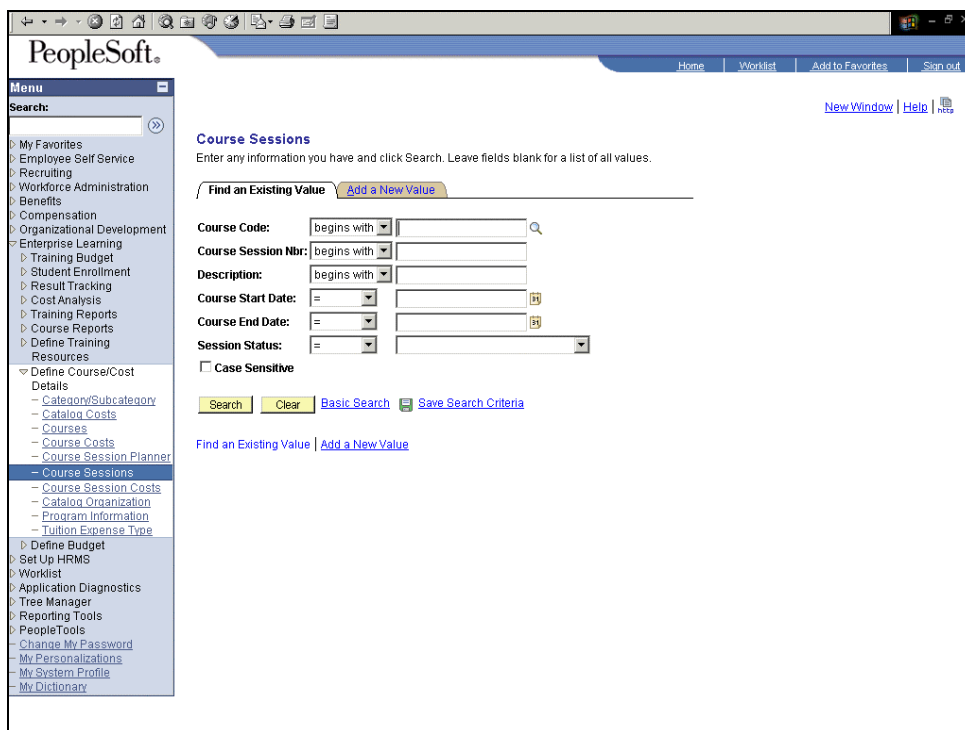
**NOTE: To maintain consistency and avoid duplication, the State Personnel Department maintains the Course Table.**

In this topic, we will review **existing course sessions**. This example will show how to search by **Course Number** or **Course Description**.

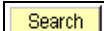
### Procedure



Step	Action
1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Define Course/Cost Details</b> link. 
3.	Click the <b>Course Sessions</b> link. 



The screenshot shows the PeopleSoft Enterprise Learning interface. On the left is a navigation menu with categories like My Favorites, Employee Self Service, Recruiting, etc. The 'Enterprise Learning' category is expanded, showing sub-items like Training Budget, Student Enrollment, Result Tracking, etc. The 'Course Sessions' item is highlighted. The main content area is titled 'Course Sessions' and contains a search form. The form has fields for 'Course Code', 'Course Session Nbr', 'Description', 'Course Start Date', 'Course End Date', and 'Session Status'. There are also buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Find an Existing Value' and 'Add a New Value' links are also visible.

Step	Action
4.	Enter the desired information into the <b>Course Code</b> field. Enter " <b>001234</b> ".
5.	Click the <b>Search (Alt+1)</b> button. 

**Course Sessions**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Course Code: begins with 001234  
Course Session Nbr: begins with  
Description: begins with  
Course Start Date: =  
Course End Date: =  
Session Status: =  
☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**  
View All First 1-81 of 81 Last

Course Code	Course Session Nbr	Description	Course Start Date	Course End Date	Session Status
001234	0001	PS FS EPro Buyers	08/19/2003	08/20/2003	Canceled
001234	0002	PS FS EPro Buyers	08/19/2003	08/20/2003	Canceled
001234	0003	PS FS EPro Buyers	08/22/2003	08/22/2003	Canceled
001234	0004	PS FS EPro Buyers	08/22/2003	08/22/2003	Canceled
001234	0005	PS FS EPro Buyers	08/26/2003	08/27/2003	Canceled
001234	0006	PS FS EPro Buyers	08/26/2003	08/27/2003	Canceled
001234	0007	PS FS EPro Buyers	08/29/2003	08/29/2003	Canceled
001234	0008	PS FS EPro Buyers	08/29/2003	08/29/2003	Canceled
001234	0009	PS FS EPro Buyers	09/03/2003	09/03/2003	Canceled
001234	0010	PS FS EPro Buyers	09/03/2003	09/03/2003	Complete
001234	0011	PS FS EPro Buyers	09/03/2003	09/04/2003	Complete
001234	0012	PS FS EPro Buyers	09/05/2003	09/05/2003	Canceled
001234	0013	PS FS EPro Buyers	09/05/2003	09/05/2003	Complete
001234	0014	PS FS EPro Buyers	09/05/2003	09/05/2003	Complete
001234	0015	PS FS EPro Buyers	09/08/2003	09/09/2003	Complete

Step	Action
6.	<p>By specifying a <b>Course</b> and not a <b>Session</b> and clicking <b>Search</b>, you will see all sessions that have been created for this course and their statuses.</p> <p>Click to <b>Scroll down</b> the list.</p>

ID	Name	Status	Date
001234 0050	PS FS EPro Buyers 11/12/2003	11/13/2003	Canceled
001234 0051	PS FS EPro Buyers 11/17/2003	11/18/2003	Complete
001234 0053	PS FS EPro Buyers 11/19/2003	11/20/2003	Active
001234 0054	PS FS EPro Buyers 11/19/2003	11/20/2003	Canceled
001234 0055	PS FS EPro Buyers 12/16/2003	12/17/2003	Complete
001234 0056	PS FS EPro Buyers 01/07/2004	01/08/2004	Complete
001234 0057	PS FS EPro Buyers 01/14/2004	01/15/2004	Complete
001234 0058	PS FS EPro Buyers 01/20/2004	01/21/2004	Complete
001234 0059	PS FS EPro Buyers 01/21/2004	01/22/2004	Complete
001234 0060	PS FS EPro Buyers 01/27/2004	01/28/2004	Complete
001234 0061	PS FS EPro Buyers 01/28/2004	01/29/2004	Complete
001234 0062	PS FS EPro Buyers 02/02/2004	02/03/2004	Complete
001234 0063	PS FS EPro Buyers 02/04/2004	02/05/2004	Complete
001234 0064	PS FS EPro Buyers 02/10/2004	02/11/2004	Complete
001234 0065	PS FS EPro Buyers 02/12/2004	02/13/2004	Complete
001234 0066	PS FS EPro Buyers 02/16/2004	02/17/2004	Complete
001234 0067	PS FS EPro Buyers 01/26/2004	01/27/2004	Complete
001234 0068	PS FS EPro Buyers 02/18/2004	02/19/2004	Complete
001234 0069	PS FS EPro Buyers 02/18/2004	02/19/2004	Complete
001234 0070	PS FS EPro Buyers 02/24/2004	02/25/2004	Complete
001234 0071	PS FS EPro Buyers 02/25/2004	02/26/2004	Complete
001234 0072	PS FS EPro Buyers 02/25/2004	02/26/2004	Complete
001234 0073	PS FS EPro Buyers 02/26/2004	02/27/2004	Complete
001234 0074	PS FS EPro Buyers 03/02/2004	03/03/2004	Complete
001234 0075	PS FS EPro Buyers 03/02/2004	03/03/2004	Complete
001234 0076	PS FS EPro Buyers 03/09/2004	03/10/2004	Complete
001234 0077	PS FS EPro Buyers 03/16/2004	03/17/2004	Complete
001234 0078	PS FS EPro Buyers 03/23/2004	03/24/2004	Complete
001234 0079	PS FS EPro Buyers 04/06/2004	04/07/2004	Complete
001234 0080	PS FS EPro Buyers 04/12/2004	04/13/2004	Complete
001234 0081	PS FS EPro Buyers 04/27/2004	04/28/2004	Complete
001234 0082	PS FS EPro Buyers 05/11/2004	05/12/2004	Complete
001234 0083	PS FS EPro Buyers 05/25/2004	05/26/2004	Active
001234 0084	PS FS EPro Buyers 04/20/2004	04/21/2004	Complete
001234 0085	PS FS EPro Buyers 02/24/2004	02/25/2004	Complete

Step	Action
7.	Let's look at session <b>83</b> which is <b>Active</b> .  Click to select this row.



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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

**Menu**

Search:

- My Favorites
- Employee Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Organizational Development
- Enterprise Learning
  - Training Budget
  - Student Enrollment
  - Result Tracking
  - Cost Analysis
  - Training Reports
  - Course Reports
  - Define Training Resources
  - Define Course/Cost Details
    - Category/Subcategory
    - Catalog Costs
    - Courses
    - Course Costs
    - Course Session Planner
    - Course Sessions**
      - Course Session Costs
      - Catalog Organization
      - Program Information
      - Tuition Expense Type
  - Define Budget
  - Set Up HRMS
  - Worklist
  - Application Diagnostics
  - Tree Manager
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary

**Course Session Profile** | [Location](#) | [Instructor](#) | [Equipment](#) | [Expense](#)

Course: 001234 PS F8 EPro Buyers Course Status: Active

Session Number: 0083 School:

\*Session Status:  ☒ Session Administration

Start/End Dates:   ☐ Rescheduled

Start/End Times:

Duration:  Duration Unit:

Min Students/Session:  Max Students/Session:

Session Language:

Vendor ID:

[Course Session Profile](#) | [Location](#) | [Instructor](#) | [Equipment](#) | [Expense](#)

Step	Action
8.	<p>You can see and update the information for this session. Use the <b>Next</b> and <b>Previous in List</b> to view other sessions.</p> <p>Click the <b>Next in list (Alt+3)</b> button.</p> <p><input type="button" value="Next in List"/></p>
9.	<p>Let's return to the list of sessions for this course.</p> <p>Click the <b>Return to Search (Alt+2)</b> button.</p> <p><input type="button" value="Return to Search"/></p>

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**Menu**

Search: [x]

- My Favorites
- Employee Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Organizational Development
- Enterprise Learning
  - Training Budget
  - Student Enrollment
  - Result Tracking
  - Cost Analysis
  - Training Reports
  - Course Reports
  - Define Training
  - Resources
    - Define Course/Cost
      - Details
        - Category/Subcategory
        - Catalog Costs
        - Courses
        - Course Costs
        - Course Session Planner
        - Course Sessions
          - Course Session Costs
          - Catalog Organization
          - Program Information
          - Tuition Expense Type
      - Define Budget
  - Set Up HRMS
  - Worklist
  - Application Diagnostics
  - Tree Manager
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary

Course Code: [begins with] [001234]

Course Session Nbr: [begins with] [0084]

Description: [begins with] [ ]

Course Start Date: [=] [ ] [B]

Course End Date: [=] [ ] [B]

Session Status: [=] [ ]

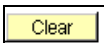
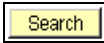
☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1-81 of 81 Last

Course Code	Course Session Nbr	Description	Course Start Date	Course End Date	Session Status
001234	0001	PS FS EPro Buyers	08/19/2003	08/20/2003	Canceled
001234	0002	PS FS EPro Buyers	08/19/2003	08/20/2003	Canceled
001234	0003	PS FS EPro Buyers	08/22/2003	08/22/2003	Canceled
001234	0004	PS FS EPro Buyers	08/22/2003	08/22/2003	Canceled
001234	0005	PS FS EPro Buyers	08/26/2003	08/27/2003	Canceled
001234	0006	PS FS EPro Buyers	08/26/2003	08/27/2003	Canceled
001234	0007	PS FS EPro Buyers	08/29/2003	08/29/2003	Canceled
001234	0008	PS FS EPro Buyers	08/29/2003	08/29/2003	Canceled
001234	0009	PS FS EPro Buyers	09/03/2003	09/03/2003	Canceled
001234	0010	PS FS EPro Buyers	09/03/2003	09/03/2003	Complete
001234	0011	PS FS EPro Buyers	09/03/2003	09/04/2003	Complete
001234	0012	PS FS EPro Buyers	09/05/2003	09/05/2003	Canceled
001234	0013	PS FS EPro Buyers	09/05/2003	09/05/2003	Complete
001234	0014	PS FS EPro Buyers	09/05/2003	09/05/2003	Complete
001234	0015	PS FS EPro Buyers	09/08/2003	09/09/2003	Complete
001234	0016	PS FS EPro Buyers	09/08/2003	09/09/2003	Complete
001234	0017	PS FS EPro Buyers	09/10/2003	09/11/2003	Complete
001234	0018	PS FS EPro Buyers	09/10/2003	09/11/2003	Complete
001234	0019	PS FS EPro Buyers	09/15/2003	09/16/2003	Complete
001234	0020	PS FS EPro Buyers	09/15/2003	09/16/2003	Complete
001234	0021	PS FS EPro Buyers	09/17/2003	09/18/2003	Complete
001234	0022	PS FS EPro Buyers	09/17/2003	09/18/2003	Complete
001234	0023	PS FS EPro Buyers	09/22/2003	09/23/2003	Complete


Step	Action
10.	Click the <b>Clear</b> button to reset the search. 
11.	If you don't know a <b>Course</b> number, you may search from the <b>Description</b> field of the course.  Enter " <b>comm</b> ".
12.	Click the <b>Search (Alt+1)</b> button. 

The screenshot shows the PeopleSoft Enterprise Learning interface. On the left is a navigation menu with categories like My Favorites, Employee Self Service, Recruiting, Workforce Administration, Benefits, Compensation, Organizational Development, Enterprise Learning, Training Budget, Student Enrollment, Result Tracking, Cost Analysis, Training Reports, Course Reports, Define Training Resources, Define Course/Cost Details, Category/Subcategory, Catalog Costs, Courses, Course Costs, Course Session Planner, Course Sessions, Course Session Costs, Catalog Organization, Program Information, Tuition Expense Type, Define Budget, Set Up HRMS, Worklist, Application Diagnostics, Tree Manager, Reporting Tools, PeopleTools, Change My Password, My Personalizations, My System Profile, and My Dictionary.

The main content area is titled "Course Sessions" and includes a search bar with "Find an Existing Value" and "Add a New Value" buttons. Below the search bar are fields for Course Code, Course Session Nbr, Description, Course Start Date, Course End Date, and Session Status. There are also checkboxes for "Case Sensitive" and buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Below the search fields is a "Search Results" section with a "View All" link. It shows a table of results with columns: Course Code, Course Session Nbr, Description, Course Start Date, Course End Date, and Session Status. The table displays 15 rows of data, starting with "001254 0001 Command Spanish/DOC" and ending with "000112 0206 Communication Skills".

Course Code	Course Session Nbr	Description	Course Start Date	Course End Date	Session Status
001254	0001	Command Spanish/DOC	09/30/2003	10/01/2003	Active
001254	0002	Command Spanish/DOC	12/02/2003	12/03/2003	Active
001254	0003	Command Spanish/DOC	02/24/2004	02/25/2004	Complete
001254	0004	Command Spanish/DOC	05/13/2004	05/14/2004	Complete
001182	0001	Communicating & Listening Plus	11/07/2002	11/07/2002	Complete
000111	0001	Communication & Teamwork	12/30/2003	12/30/2003	Active
000112	0001	Communication Skills	10/19/2000	10/19/2000	Complete
000112	0002	Communication Skills	09/18/2001	09/19/2001	Complete
000112	0200	Communication Skills	04/03/2002	04/03/2002	Canceled
000112	0201	Communication Skills	03/27/2002	03/27/2002	Complete
000112	0202	Communication Skills	08/21/2002	08/21/2002	Complete
000112	0203	Communication Skills	08/08/2002	08/08/2002	Complete
000112	0204	Communication Skills	11/07/2002	11/07/2002	Complete
000112	0205	Communication Skills	11/14/2002	11/14/2002	Complete
000112	0206	Communication Skills	11/21/2002	11/21/2002	Complete

Step	Action
13.	<p>Notice that we can see the first <b>100 of 115 Course/Sessions</b> beginning with <b>Comm</b>.</p> <p>Click the <b>Show next rows (Alt+.)</b> button to view the last <b>15</b> of them.</p> 

**Course Sessions**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

Course Code: begins with

Course Session Nbr: begins with

Description: begins with  comm

Course Start Date: =  01/01/01

Course End Date: =  01/01/01

Session Status: =

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**Search Results**  
[View All](#) [First](#) [101-115 of 115](#) [Last](#)

Course Code	Course Session Nbr	Description	Course Start Date	Course End Date	Session Status
000114	0200	Communication/Media	05/14/2002	05/14/2002	Canceled
000892	0001	Community Corrections	03/05/2001	03/05/2001	Complete
000892	0002	Community Corrections	08/14/2000	08/18/2000	Complete
000892	0003	Community Corrections	09/26/2000	09/26/2000	Complete
000892	0004	Community Corrections	03/05/2001	03/05/2001	Complete
000892	0005	Community Corrections	06/18/2001	06/22/2001	Complete
000892	0006	Community Corrections	06/18/2001	06/22/2001	Complete
000892	0007	Community Corrections	07/02/2003	07/02/2003	Complete
000892	0008	Community Corrections	06/17/2003	06/18/2003	Complete
000892	0009	Community Corrections	03/09/2004	03/09/2004	Complete
000892	0010	Community Corrections	11/10/2003	11/12/2003	Complete
000907	0001	Community Services	03/26/2001	03/30/2001	Complete
000907	0002	Community Services	03/07/2001	03/10/2001	Complete
000907	0003	Community Services	03/07/2001	03/10/2001	Complete
000907	0004	Community Services	03/05/2001	03/05/2001	Complete

Step	Action
14.	Click in a row to select one of the <b>Community Corrections</b> sessions.
15.	You have now seen some of the ways to search for a <b>Course/Session</b> . By clicking the <b>Add</b> button at the bottom of the <b>Course Session Profile</b> screen, you will be able to <b>Create a New Session</b> .
16.	<b>End of Procedure.</b>

## Adding a Course Session

PeopleSoft's Training Administration business process helps you meet all of your organization's training needs.

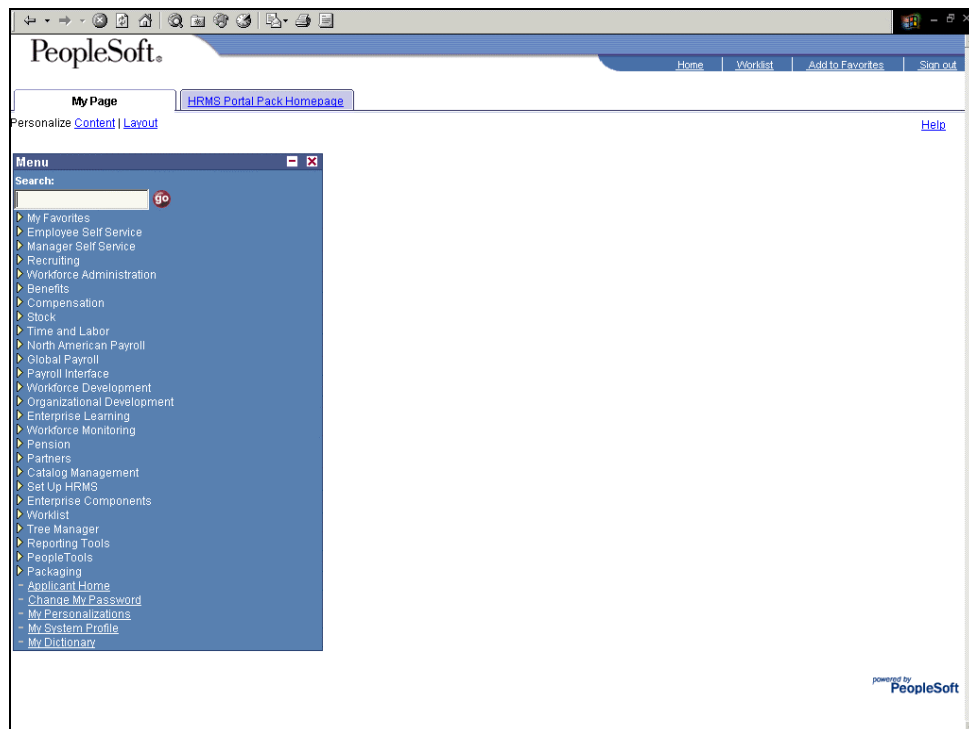
1. You can easily administer and track course sessions and training programs. This is especially critical when there are mandatory training programs for your employees. PeopleSoft provides functionality for meeting your reporting requirements.
2. You may also record student feedback about your training programs.
3. PeopleSoft tables are used to record course codes and titles.

**NOTE: To maintain consistency and avoid duplication, the State Personnel Department maintains the Course Table.**

This topic will explain how to add a session for an existing course. A course session can be set up only if the Course Table has an active entry. If your course has not been entered on the Course Table, contact the State Personnel Department's Training Division and submit the necessary information.

## Procedure

You need to add a session for the Presentation Skills course and specify the session information in the PeopleSoft Human Resources application. Your goal is to add the course session for the Presentation Skills course with the course code BSK001.



Step	Action
1.	Begin by navigating to the <b>Course Session Profile</b> page. Click the <b>Enterprise Learning</b> link. <a href="#">Enterprise Learning</a>
2.	Click the <b>Define Course/Cost Details</b> link. <a href="#">Define Course/Cost Details</a>
3.	Click the <b>Course Sessions</b> link. <a href="#">Course Sessions</a>

The screenshot shows the PeopleSoft Enterprise Learning interface. On the left is a vertical menu with the following items: North American Payroll, Global Payroll, Payroll Interface, Workforce Development, Organizational Development, Enterprise Learning, Training Budget, Student Enrollment, Result Tracking, Cost Analysis, Training Reports, Course Reports, Define Training Resources, Define Course/Cost Details (with sub-items: Category/Subcategory, Catalog Costs, Courses, Course Costs, Course Session Planner), Course Sessions (highlighted), Course Session Costs, Catalog Organization, Program Information, Tuition Expense Type, Steps DEU, Plans DEU, Define Budget, Administer Training Requests, Workforce Monitoring, Pension, Partners, Catalog Management, Set Up HRMS, Enterprise Components, Worklist, Tree Manager, Reporting Tools, PeopleTools, Packaging, Applicant Home, Change My Password, My Personalizations, My System Profile, and My Dictionary. The main content area is titled 'Course Sessions' and includes a search bar with 'Find an Existing Value' and 'Add a New Value' tabs. Below the search bar are fields for Course Code, Course Session Nbr, Description, Course Start Date, Course End Date, and Session Status, each with a 'begins with' dropdown and a search icon. There are also checkboxes for 'Case Sensitive' and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
4.	Click the <b>Add a New Value</b> tab.

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

**Menu**

- North American Payroll
- Global Payroll
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
  - Training Budget
  - Student Enrollment
  - Result Tracking
  - Cost Analysis
  - Training Reports
  - Course Reports
  - Define Training Resources
  - Define Course/Cost Details
    - Category/Subcategory
    - Catalog Costs
    - Courses
    - Course Costs
    - Course Session Planner
    - Course Sessions**
      - Course Session Costs
      - Catalog Organization
      - Program Information
      - Tuition Expense Type
      - Steps DEU
      - Plans DEU
  - Define Budget
  - Administer Training Requests
- Workforce Monitoring
- Pension
- Partners
- Catalog Management
- Set Up HRMS
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Packaging
  - Applicant Home
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

**Course Sessions**

[Find an Existing Value](#) [Add a New Value](#)

Course Code:

Course Session Nbr:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	<p>Enter the Course Code in the Course Code Field. Enter "<b>BSK001</b>".</p> <p>If you do not know the course code, click on the magnifying glass to lookup the course codes.</p>
6.	<p>Click the <b>Add</b> button.</p> <p><b>IMPORTANT:</b> Leave the Course Session Number <b>Blank</b>.</p> <p>The system will assign a sequential number when you save the record.</p> <p><a href="#">Add</a></p>
7.	<p>Use the <b>Course Session Profile</b> page to enter, update, or view a session status, date, time, and capacity.</p> <p>To create a new session, accept the default status of <b>Active</b> for the <b>Session Status</b> field.</p> <p>The Session Status field is used to specify the session status, such as active, canceled, or complete for existing sessions.</p>



### Course Session Profile page (Fields descriptions)

**Session Status:** Indicates whether the session is Active, Cancelled, or Complete. An Active value is appropriate for a new session. Otherwise you will not be able to enroll students.

**Session Administration Box:** Must be checked. Do not click in this box. Otherwise you will not be able to complete the scheduling.

**Start/End Date/Times:** (See next **Note tip** for times and **Reschedule** information.)

**Duration:** The system populates this field from the Course Table. If the session duration is different from this default, update the Duration field.

**Duration Unit Field:** The system populates this field from the Course Table. This is the unit in which the Duration is being measured. If you want to use a different unit, select a Duration Unit from the available options.

**Min. Students/Session:** The system populates this from the Course Table. Update the minimum number of students in this field, if necessary.

**Max. Students/Session:** The system populates this field from the Course Table. Update the maximum number of students in this field, if necessary.

**Language Field:** This field is not used.

**Vendor ID:** Enter your Business Unit in this field, which is used for reporting purposes. If you do not know the number, use the lookup feature and select the appropriate number.



**Start/End Dates:** Enter the start and end dates for the course session.

**Start/End Times:** Enter the start and end times of the course session.

**Note:** All times entered are assumed to be **AM** unless:

1. They are specified in Military Time format, for example **0900** becomes **9:00am** and **1500** becomes **3:00pm**.
2. You put a p after the time, for example **3p** becomes **3:00pm** and **4:30p** becomes **4:30pm**. These will translate after you type them and press the **tab** key.



**Rescheduled Check Box:** When entering a new session, leave this box blank.

**Note:** If you later change the Start/End Dates or Start/End Times, you will also need to click inside the Reschedule Check Box. When you change the dates for the session, the system automatically updates the dates in the Student Training Records of students on the waiting lists and enrolled in the course session. You must check the Reschedule Box to cause the updates to generate.

When you select the Rescheduled Check Box and save the page, the system changes the letter code in the student training record to RSC (rescheduled).

The screenshot shows the PeopleSoft Course Session Profile form. The left sidebar contains a menu with options like North American Payroll, Global Payroll, Payroll Interface, Workforce Development, Organizational Development, Enterprise Learning, Training Budget, Student Enrollment, Result Tracking, Cost Analysis, Training Reports, Course Reports, Define Training Resources, Define Course/Cost Details, Catalog/Subcategory, Catalog Costs, Courses, Course Costs, Course Session Planner, Course Sessions, Course Session Costs, Catalog Organization, Program Information, Tuition Expense Type, Steps DEU, Plans DEU, Define Budget, Administer Training Requests, Workforce Monitoring, Pension, Partners, Catalog Management, Set Up HRMS, Enterprise Components, Worklist, Tree Manager, Reporting Tools, PeopleTools, Packaging, Applicant Home, Change My Password, My Personalizations, My System Profile, and My Dictionary. The main form area has tabs for Course Session Profile, Location, Instructor, Equipment, and Expense. The Course Session Profile tab is active, showing fields for Course (BSK001), Session Number (0000), School, Course Status (Active), Session Status (Active), Start/End Dates, Start/End Times, Duration (8.0), Duration Unit (Hour), Min Students/Session (3), Max Students/Session (12), Session Language, and Vendor ID. There are checkboxes for Session Administration and Rescheduled. Buttons for Save, Notify, Add, and Update/Display are at the bottom.

Step	Action
8.	Enter the desired information into the <b>Start Date</b> field. Enter " <b>02/17/2003</b> ".
9.	Press <b>[Tab]</b> .
10.	Enter the desired information into the <b>End Date</b> field. Enter " <b>02/17/2004</b> ".  (Note: The fact that the class start/end dates are not the same year appears to be a typo in the tutorial.)

Step	Action
11.	Press <b>[Tab]</b> .
12.	Enter the desired information into the <b>Start Time</b> field. Enter " <b>0800</b> ".
13.	Press <b>[Tab]</b> .
14.	Enter the desired information into the <b>End Time</b> field. Enter " <b>1700</b> ".
15.	Press <b>[Tab]</b> .
16.	Click in the <b>Vendor ID</b> field. <input type="text"/>
17.	Enter the <b>Business Unit</b> into the <b>Vendor ID</b> field. Enter " <b>00070</b> ".

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**Menu**

- North American Payroll
- Global Payroll
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
  - Training Budget
  - Student Enrollment
  - Result Tracking
  - Cost Analysis
  - Training Reports
  - Course Reports
  - Define Training Resources
  - Define Course/Cost Details
    - Category/Subcategory
    - Catalog Costs
    - Courses
    - Course Costs
    - Course Session Planner
    - Course Sessions
      - Course Session Costs
      - Catalog Organization
      - Program Information
      - Tuition Expense Type
      - Steps DEU
      - Plans DEU
  - Define Budget
  - Administer Training Requests
- Workforce Monitoring
- Pension
- Partners
- Catalog Management
- Set Up HRMS
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Packaging
- Applicant Home
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

**Course Session Profile** | Location, Instructor | Equipment | Expense

**Course:** BSK001 Presentation Skills **Course Status:** Active

**Session Number:** 0000 **School:**

**Session Status:** Active ☒ **Session Administration**

**Start/End Dates:** 02/17/2003 02/17/2004 ☐ **Rescheduled**

**Start/End Times:** 8:00AM 5:00PM

**Duration:** 8.0 **Duration Unit:** Hour

**Min Students/Session:** 3 **Max Students/Session:** 12

**Session Language:**

**Vendor ID:** 00070

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

[Course Session Profile](#) | [Location, Instructor](#) | [Equipment](#) | [Expense](#)

Step	Action
18.	Click the <b>Location, Instructor</b> tab.
19.	Use the <b>Location, Instructor</b> page to enter, update, or view information regarding the course session at the training facility.



### Location, Instructor Page Information

**Location, Instructor Tab:** Click on it at the top of the page. Use the Location and Instructor page to set up the location of the course session and the course instructor.

**Note:** Locations and course instructors need to be in the system prior to selecting them for your session. If you need to add a location or course instructor, contact the State Personnel Department.

**Facility Field:** type in the Facility Code, or use the lookup feature and make a selection from the list. The Tab key on your keyboard may be used to navigate between fields. The following fields will default provided the information has been entered on the Facility table:

Facility Name  
Room/Floor  
Building  
Contact Name  
Country  
Max Students/Room  
Address 1, Address 2, Address 3  
City, County, Postal, and State of Indiana

Once populated, most of these fields will be grayed out and unavailable for change. The Room/Floor, Building, or Contact Name fields will not be grayed out and may be updated.

**Vendor ID:** This field should be left blank!

**Select Free Instructor:** Click on this link to select an instructor for your session.

If there is not available instructor, the Instructor Name field may be left blank.

**Note:** If there is no instructor free of listed, **DO NOT TYPE IN A NAME.** Leave the Instructor field blank.

The screenshot displays the PeopleSoft Enterprise Learning interface. On the left is a navigation menu with categories like North American Payroll, Global Payroll, and Enterprise Learning. The main content area shows the 'Course Session Profile' with tabs for 'Location, Instructor', 'Equipment', and 'Expense'. The 'Location, Instructor' tab is active, showing fields for 'Course' (BSK001), 'Session #' (0000), 'Course Status' (Active), and 'Session Status' (Active). Below this is the 'Training Location' section with fields for 'Start/End Dates' (02/17/2003 to 02/17/2004), 'Start/End Times' (8:00AM to 5:00PM), 'Duration' (8.0), 'Duration Unit' (Hour), 'Facility' (with a search icon), 'Vendor ID' (with a search icon), 'Room Code', 'Building', and 'Floor #'. There is also a 'Maximum Nbr of Students' field. At the bottom, there is a table for 'Instructor' with columns for 'Vendor', 'Instructor ID', and 'Name'. A 'Select free Instructor' link is visible. At the bottom of the form, there are 'Save' and 'Notify' buttons, and a 'Course Session Profile | Location, Instructor | Equipment | Expense' breadcrumb trail.

Step	Action
20.	Specify a training facility code for this session in the <b>Facility</b> field. Enter the desired information into the <b>Facility</b> field. Enter " <b>BZ001</b> ".
21.	<p>The <b>Instructor ID/Name</b> field is optional. If you want to put in an instructor, use the <b>Select free Instructor</b> link, otherwise leave blank.</p> <p><b>Never TYPE an instructor into the Instructor Name field.</b> Click the <b>Select free Instructor</b> link.</p> <p><a href="#">Select free Instructor</a></p>

The screenshot shows the PeopleSoft Enterprise Learning application window. On the left is a navigation menu with various options like 'North American Payroll', 'Global Payroll', 'Payroll Interface', etc. The main area displays the 'Select Free Instructor' dialog box. At the top of the dialog, it says 'Course: BSK002 Presentation Skills'. Below this is a table titled 'Instructor Availability' with columns 'Instructor', 'Name', and 'Vendor'. The table contains one row with the instructor ID '10000001111' and name 'Lucero, Kam Wilma'. To the left of the table is a checkbox. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Instructor Availability		
Instructor	Name	Vendor
<input type="checkbox"/> 10000001111	Lucero, Kam Wilma	

Step	Action
22.	Click the <input type="checkbox"/> option.
23.	Click the <b>Ok (Enter)</b> button.

The screenshot displays the PeopleSoft Enterprise Learning interface. On the left is a navigation menu with categories like North American Payroll, Global Payroll, Payroll Interface, Workforce Development, Organizational Development, Enterprise Learning, Training Budget, Student Enrollment, Result Tracking, Cost Analysis, Training Reports, Course Reports, Define Training Resources, Define Course/Cost Details, Catalog Organization, Program Information, Tuition Expense Type, Steps DEU, Plans DEU, Define Budget, Administer Training Requests, Workforce Monitoring, Pension, Partners, Catalog Management, Set Up HRMS, Enterprise Components, Worklist, Tree Manager, Reporting Tools, PeopleTools, Packaging, Applicant Home, Change My Password, My Personalizations, My System Profile, and My Dictionary.

The main content area shows the 'Course Session Profile' with tabs for 'Location, Instructor', 'Equipment', and 'Expense'. The 'Equipment' tab is active. It displays the following information:

- Course:** BSK001 Presentation Skills
- Course Status:** Active
- Session #:** 0000
- Session Status:** Active
- Training Location:**
  - Start/End Dates:** 02/17/2003 to 02/17/2004
  - Start/End Times:** 8:00AM to 5:00PM
  - Duration:** 8.0
  - Duration Unit:** Hour
  - Facility:** BZ001 (Español Santo - Ind)
  - Vendor ID:** (Training Facility Address)
  - Room Code:**
  - Maximum Nbr of Students:**
  - Building:**
  - Floor #:**
- Instructor:**
  - Vendor:** (Select free Instructor)
  - Instructor ID:** 10000001111
  - Name:** Lucero, Kam Wilma

At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. Navigation links for 'Course Session Profile', 'Location, Instructor', 'Equipment', and 'Expense' are also present.

Step	Action
24.	Click the <b>Equipment</b> tab.

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[Course Session Profile](#) | [Location, Instructor](#) | **Equipment** | [Expense](#)

Course: 001234 PS FS EPro Buyers Course Status: Active  
Session #: 0000 Session Status: Active

**Training Room Equipment** Find | View All First 1 of 1 Last

Start Date: 08/23/2004 Facility: CTI CTI [Training Facility Equipment](#)  
Room Code:

**Fixed Equipment/Materials** Find | View All First 1 of 1 Last

Equipment/Materials Code	Quantity

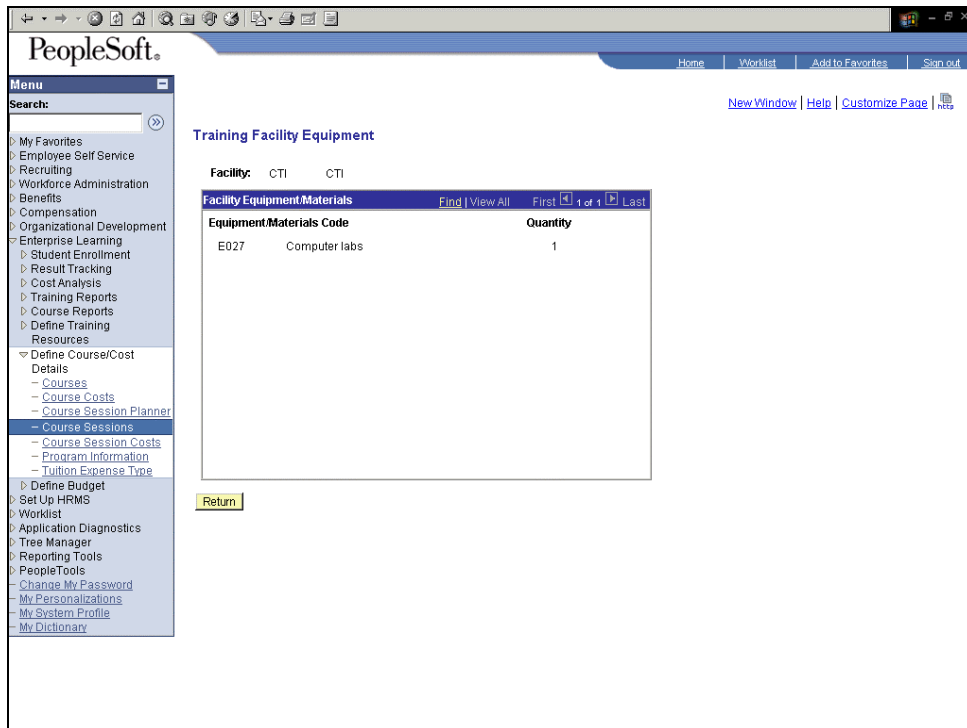
**Session Equipment/Materials** Find | View All First 1 of 1 Last


*Equipment/Materials Code	Quantity
<input type="text"/>	<input type="text" value="1"/>

[Save](#) [Add](#) [Update/Display](#)

[Course Session Profile](#) | [Location, Instructor](#) | [Equipment](#) | [Expense](#)


Step	Action
25.	<p>The <b>Equipment</b> page is <i>optional</i>. Use the <b>Equipment</b> page if you would like to designate specific equipment for this course session. In this example, we'll demonstrate it's use.</p> <p>Use the <b><u>Training Facility Equipment</u></b> link to view a list of standard equipment used at the facility.</p> <p>After viewing the list, you will be returned to this page to select any additional equipment that is needed.</p> <p>Click the <b>Training Facility Equipment</b> link.</p> <p><a href="#">Training Facility Equipment</a></p>



Step	Action
26.	<p>Here the standard equipment for this facility is listed. Click the <b>Return (Esc)</b> button.</p> <p></p>



The screenshot displays the PeopleSoft Enterprise Learning web interface. On the left is a 'Menu' sidebar with various navigation options. The main content area shows the 'Equipment' tab selected. It includes fields for 'Course' (001234 PS FS EPro Buyers) and 'Session #' (0000), both with 'Active' status. Below this are two tables: 'Training Room Equipment' and 'Session Equipment/Materials'. The 'Training Room Equipment' table has columns for 'Start Date' (08/23/2004), 'Facility' (CTI), and 'Room Code' (CTI). The 'Session Equipment/Materials' table has columns for 'Equipment/Materials Code' and 'Quantity' (1). At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons, along with a breadcrumb trail: 'Course Session Profile | Location, Instructor | Equipment | Expense'.

Step	Action
27.	<p>Use the <b>Session Equipment/Materials</b> section of this page if you would like to specify any additional equipment for your session.</p> <p>Click the <b>Look up Equipment/Materials Code (Alt+5)</b> button.</p> 

**Look Up Equipment/Materials Code**

Equipment/Materials Code:  begins with

Description:  begins with


[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Search Results**

View All First 1-49 of 49 Last

Equipment Materials Code	Description
BB01	One Roll of Masking Tape
BB02	Two Black Overhead Pens
BB03	One Red Overhead Pen
BB04	One Green Overhead Pen
BB05	One Blue Overhead Pen
BB06	One Box of Kleenex
BB07	One Bottle of Water
BB08	One Pointer
BB09	Four Sheets Typo Paper in Fold
BB10	Four Shts Overhead Transp Film
BB11	Two Black Flip Chart Markers
BB12	One Red Flip Chart Marker
BB13	One Extension Cord
BB14	Record of Training Forms
BB15	Tin Presentation Critique Form
BB16	Evaluation of Training Forms
BB17	Three Blank Video Cassettes
BB18	Two Black Ink Pens
BB19	One Pad of Note Paper
BB20	90# Bond Paper of Name Tents
E001	Tv/Vcr
E002	Overhead Projector
E003	Flip Charts
E004	Podium
E005	Powerpoint Projector

Step	Action
28.	Select <b>Flip Charts</b> for this example.
29.	You may adjust the <b>Quantity</b> for the number of items desired.  To specify additional equipment, click the (+) to the right.

Step	Action
30.	Click the <b>Save (Alt+1)</b> button. 
31.	Notice that the session number has changed from 0000 to <b>0001</b> . This indicates that a new session has been added to the <b>Presentation Skills</b> course. It was automatically assigned a number. In this case <b>0001</b> .
32.	You successfully added a session for the Presentation Skills course. <b>End of Procedure.</b>

## Enrolling Students Individually

Once you have set up your course sessions, you are ready to start enrolling students and adding students to course and session waiting lists. There are several methods of enrolling students, so you can select the best option for your facility. For example, you may set up sessions in advance and publish a training schedule that students review and submit enrollment requests. Alternatively, you may prefer to set up waiting lists and create course sessions when there are enough students on the lists to fill the session.

You use the **Course Session Enrollment** page to enroll students individually in a session. Before enrolling students, you must set up the session by using the Course Session table.

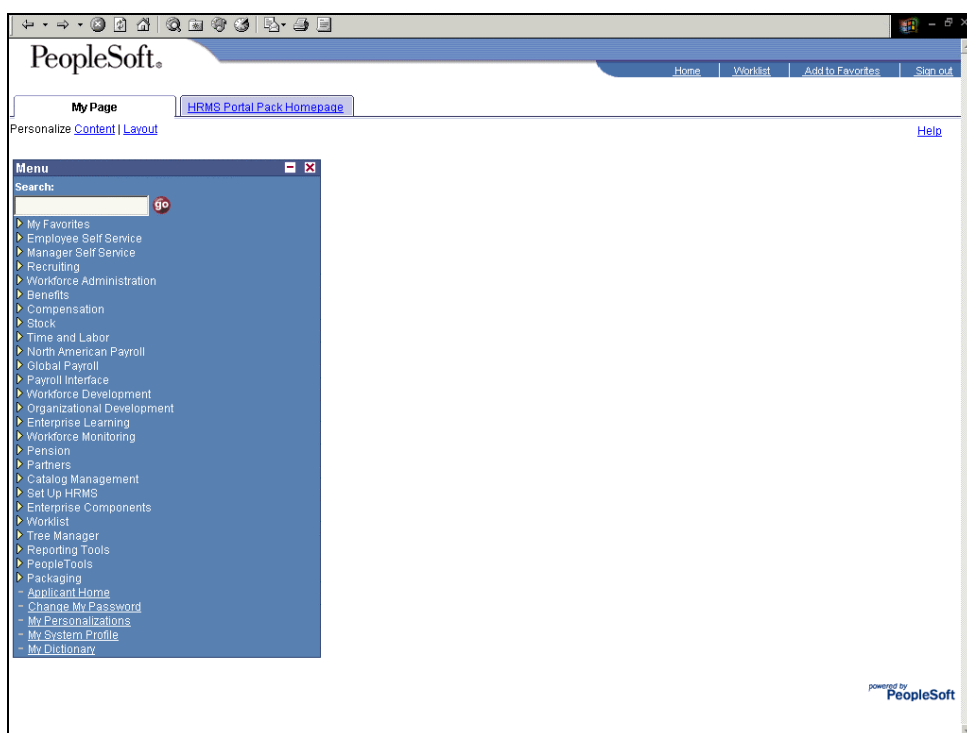
You can use the **Course Session Enrollment** page to enroll multiple students in the same session. You may enroll students or adjust the existing enrollment status codes for students already enrolled. For instance, if a student requests to withdraw their enrollment in the class, you would change the status from enrolled to dropped.

**Note:** You may only view and change enrollments for course sessions that have not been marked **Complete**.


In this topic, several employees want to enroll in the Presentation Skills course session 0001. Your goal is to enroll these students individually in this session and verify their enrollments.



## Procedure


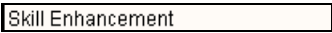

Several employees want to enroll in the Presentation Skills course session 0001. Your goal is to enroll these students individually in this session and verify their enrollments.


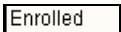

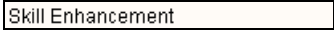



Step	Action
1.	Begin by navigating to the <b>Course Session Enrollment</b> page. Click the <b>Enterprise Learning</b> link. <a href="#">Enterprise Learning</a>
2.	Click the <b>Student Enrollment</b> link. <a href="#">Student Enrollment</a>
3.	Click the <b>Enroll Individually</b> link. <a href="#">Enroll Individually</a>

Step	Action
4.	Enter the desired information into the <b>Course Code</b> field. Enter " <b>BSK001</b> ".
5.	Press <b>[Tab]</b> .
6.	Enter the desired information into the <b>Course Session Nbr</b> field. Enter " <b>0001</b> ".
7.	Click the <b>Search</b> button. 

Step	Action
8.	<p>Use the <b>Course Session Enrollment</b> page to enroll students.</p> <p><b>CAUTION:</b> As you select each student for enrollment, always double-check the Business Unit field and verify that it is the correct employee. Name searches sometimes display more than one individual with the same name.</p> <p>Enter the desired information into the <b>EmplID</b> field. Enter "<b>KR0040</b>".</p>
9.	Press <b>[Tab]</b> .
10.	<p>Specify the student enrollment status, such as Enrolled, Sessn Wait, or Request, in the <b>Enrollment/Attendance</b> field.</p> <p>Click the <b>*Enrollment/Attendance</b> list.</p> 
11.	<p>Select <b>Enrolled</b>.</p> 
12.	<p>The <b>Status Date</b> field uses the current system date by default. Accept the default date for this field.</p> <p>Press <b>[Tab]</b>.</p>
13.	<p>Specify the reason for training in the <b>Training Reason</b> field.</p> <p>Click the <b>Training Reason</b> list.</p>

Step	Action
	
14.	<p>Click an entry in the list.</p> <p>Always select <b>Skill Enhancement</b>.</p> 
15.	Press <b>[Tab]</b> .
16.	<p>Leave the <b>Prerequisites Met</b> option turned off. After you have finished all enrollments, you may use <b>Prerequisite Checking</b> (above) to verify that your students' course requirements have been met.</p>
17.	<p>You may use the <b>Prerequisite Checking</b> button to search the Student Training records listed on the Session Enrollment page and determine if each student has completed and passed the prerequisite courses. If so, PeopleSoft populates the <b>Prerequisites Met</b> check box for each student who meets the criteria. If a student is lacking the necessary courses, a method of notifying students of discrepancies may be developed. Also, any enrolled status existing for students who do not meet the prerequisites may be manually changed.</p>
18.	<p>Use the <b>Letter Code</b> field to generate a form letter. The letter code defaults to CON, indicating Confirmed. For this exercise, accept the default letter code value.</p> <p><b>IMPORTANT!!</b> The system does not currently support the generation of letters. At this time, you must have an alternative method of notifying students.</p>
19.	<p>Do not use the <b>Population</b>, <b>Catalog</b>, or <b>Demand ID</b> fields. This functionality has not been developed.</p> <p>To enroll additional students, we will click the <b>Plus (+)</b> to the right. Enter the same fields as mentioned above for each enrollment.</p> <p><b>IMPORTANT!!!</b> If you do not click the plus sign when enrolling additional students, you will overlay information and destroy the record you just completed. <b>Always click the plus sign before adding a new enrollment!!</b></p> <p>The total <b>#Enrolled</b> above the blue <b>Attendance bar</b> changes with each entry. This enables you to determine when you have reached the maximum number of students for the class. If the number of students enrolled exceeds the <b>Maximum Students</b> allowed, a warning message will display.</p>
20.	<p>We will now add another student.</p> <p>Click the <b>Add Row</b> button.</p> 

Step	Action
21.	Enter the desired information into the <b>EmplID</b> field. Enter " <b>KR0041</b> ".
22.	Press <b>[Tab]</b> .
23.	Click the <b>*Enrollment/Attendance</b> list. 
24.	Click an entry in the list.  Select <b>Enrolled</b> . 
25.	Press <b>[Tab]</b> .
26.	Click the <b>Training Reason</b> list. 
27.	Select <b>Skill Enhancement</b> . 
28.	You have enrolled two employees in Presentation Skills course session 0001. If you enroll more than the maximum number of employees allowed in the session, the PeopleSoft application issues a warning message when you save the page.
29.	Your enrollment(s) are completed.  Click the <b>Save</b> button. 
30.	You successfully enrolled students individually. <b>End of Procedure.</b>



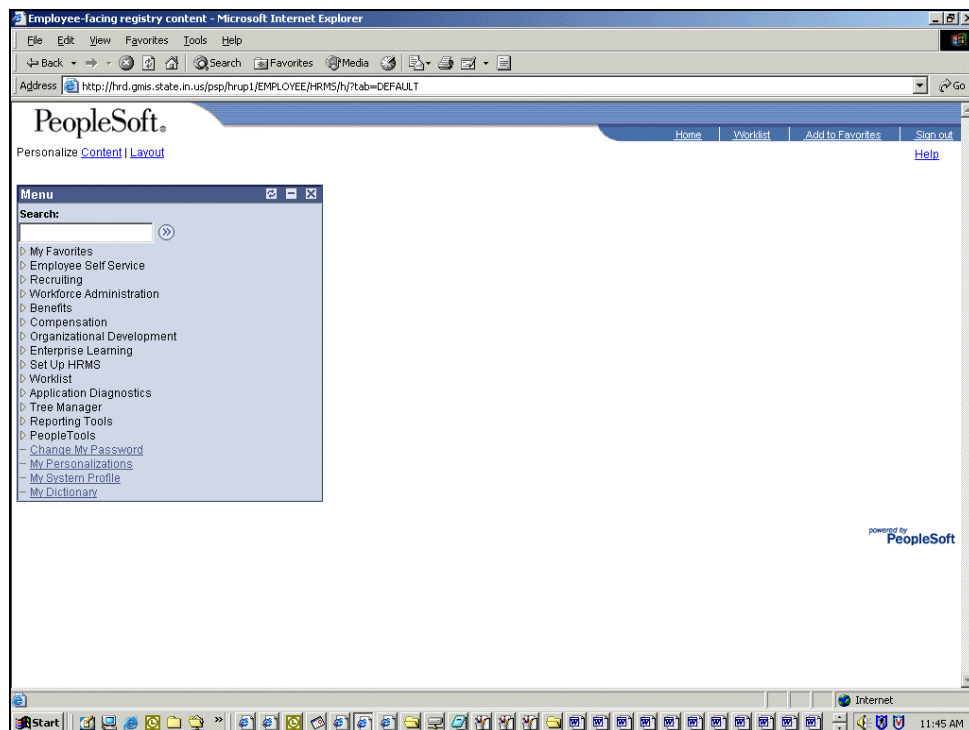
## Enrolling Students in Multiple Courses

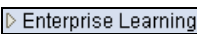


Use the **Course Student Enrollment** page to enroll a student into one or more sessions at a time. Before enrolling students, course sessions must be created in the Course Session table.

You can use the **Course Student Enrollment** page to enroll a student or adjust his/her existing enrollments for any sessions which have not been marked **Complete**.

In this topic, we will enroll Dale into multiple classes. His ID is **10000228295**.

## Procedure



Step	Action
1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Student Enrollment</b> link. 
3.	Click the <b>Enroll in Course</b> link. 

**Enroll in Course**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmpID: begins with

Name: begins with

Last Name: begins with

Department SetID: begins with

Department: begins with

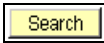
Alternate Character Name: begins with


Personnel Status: =

National ID: begins with

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Step	Action
4.	Enter the desired information into the <b>EmpID</b> field. Enter " <b>10000228295</b> ".
5.	Click the <b>Search (Alt+I)</b> button. 

Step	Action
6.	Enter the desired information into the <b>Course Code</b> field. Enter " <b>001234</b> ".
7.	Press <b>[Tab]</b> .
8.	Click the <b>Look up Session # (Alt+5)</b> button. 

**Look Up Session #**

Course Code: 001234

Course Session Nbr: begins with

Session Status: =

Course Start Date: =

Training Facility: begins with

Session Language: begins with





[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Search Results**

View All First 1-81 of 81 Last

Course Session Nbr	Session Status	Course Start Date	Training Facility	Session Language
0085	Complete	02/24/2004	DOCISR	(blank)
0084	Complete	04/20/2004	(blank)	(blank)
0083	Active	05/25/2004	STC01	(blank)
0082	Complete	05/11/2004	STC01	(blank)
0081	Complete	04/27/2004	STC01	(blank)
0080	Complete	04/12/2004	PEN02	(blank)
0079	Complete	04/06/2004	STC01	(blank)
0078	Complete	03/23/2004	STC01	(blank)
0077	Complete	03/16/2004	STC01	(blank)
0076	Complete	03/09/2004	STC01	(blank)
0075	Complete	03/02/2004	STC01	(blank)
0074	Complete	03/02/2004	MSDC	(blank)
0073	Complete	02/25/2004	STC01	(blank)

Step	Action
9.	<p>You may only enter or change enrollment for <b>Active</b> classes.</p> <p><b>Select Course Session Nbr 0083.</b></p>

Step	Action
10.	Click the <b>Training Reason</b> list. 
11.	Click an entry in the list.
12.	Click in the <b>Business Unit</b> field. 
13.	Enter the desired information into the <b>Business Unit</b> field. Enter "00070".
14.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
15.	Enter the desired information into the <b>Course Code</b> field. Enter "001267".
16.	Press [Tab].
17.	Click the <b>Look up Session # (Alt+5)</b> button. 

**Look Up Session #**

Course Code: 001267

Course Session Nbr: begins with [ ]

Session Status: [ ]

Course Start Date: [ ]

Training Facility: begins with [ ]

Session Language: begins with [ ]

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Search Results**

View All First 1-5 of 5 Last

Course Session Nbr	Session Status	Course Start Date	Training Facility	Session Language
0009	Active	05/28/2004	(blank)	(blank)
0007	Complete	12/19/2003	(blank)	(blank)
0006	Complete	12/12/2003	(blank)	(blank)
0005	Complete	12/05/2003	(blank)	(blank)
0004	Complete	12/04/2003	(blank)	(blank)

Step	Action
18.	Click the <b>Search Results</b> table.

**Course Student Enrollment** Demand from Budget Training

**Course Information**

Earnhardt Jr, Dale EmpID: 10000228295

Course Code: 001267 Course Title: PS FS Query Writing

\*Internal/External: Internal Facility: Language:

Session #: 0009 Min: 10 Max: 20 # Enrolled: 7 # Waiting: 0

Start Date: 05/28/2004 Start Time: 9:00AM End Time: 2:00PM

End Date: 05/28/2004

**Student Information**



☐ Prerequisites Met Date Needed: [ ]

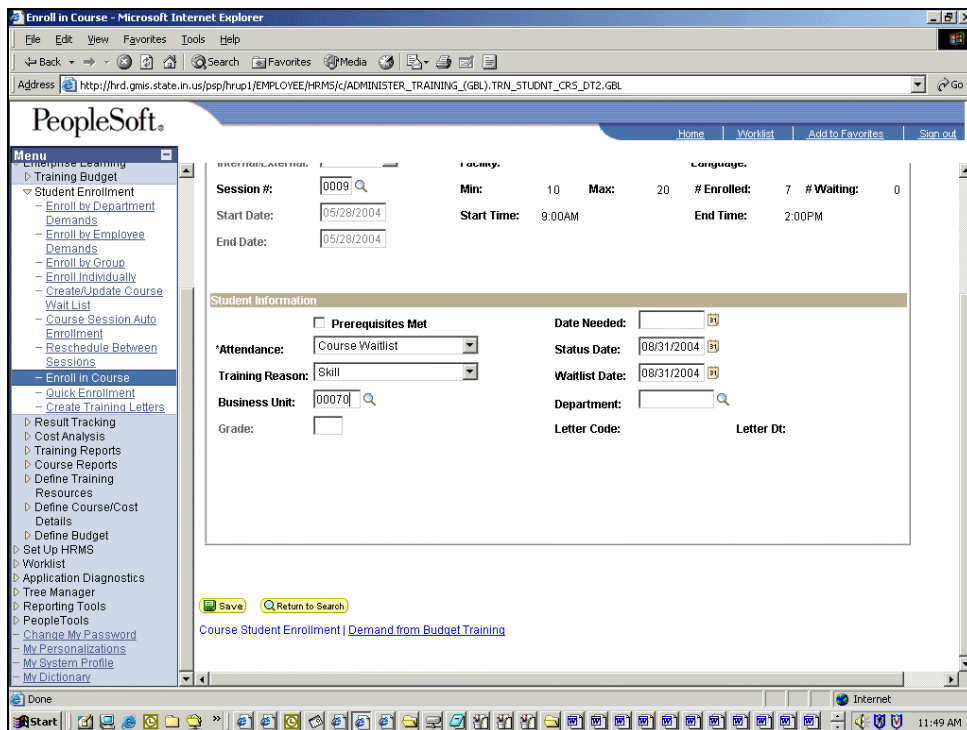
\*Attendance: Course Waitlist Status Date: 08/31/2004


Training Reason: [ ] Waitlist Date: 08/31/2004

Business Unit: [ ] Department: [ ]

Grade: [ ] Letter Code: [ ] Letter Dt: [ ]

Step	Action
19.	Click the <b>Training Reason</b> list. 
20.	Click an entry in the list.
21.	Click in the <b>Business Unit</b> field. 
22.	Enter the desired information into the <b>Business Unit</b> field. Enter "00070".



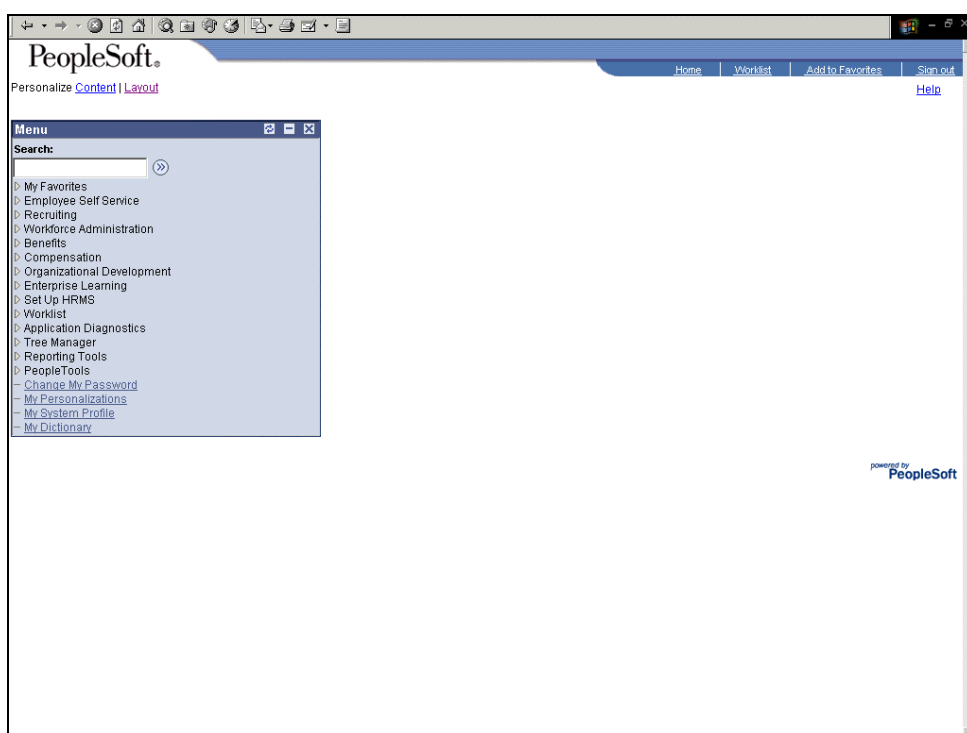
Step	Action
23.	Click the <b>Save (Alt+1)</b> button. 
24.	<b>End of Procedure.</b>


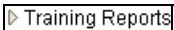

## Printing a Course Sign-in Sheet

Once you have enrolled the students in a **Course Session**, you may print out the **Course Sign-in Sheet** for that session. **Note:** Once the **Session Status** has been changed to **Completed**, you will no longer be able to print the **Course Sign-in Sheet** for that session.

In this example, we will print the **Sign-in Sheet** for the **Epro Buyers** course session **0049**.

## Procedure



Step	Action
1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Training Reports</b> link. 
3.	Click the <b>Course Sign In</b> link. 



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**Menu**

- Training Reports
  - EE Session Cost Summary
  - Statistics of EEs Enrolled
  - Student Training History
  - Training Facility Schedules
  - Training Instructor Schedules
  - Training Programs
  - Training Schedules
  - Individual Training Report
  - Agency Training By Employee
  - Agency Training Hours
  - Training Hours - Dept totals
  - Training course attendance
  - DOC Training Hours
  - Course Sign In**
  - Finance Report
  - Training Facility Schedule
  - Training Calendar
  - Instructor Course List
  - Statewide Training Calendar
  - Employee Training Records
- Course Reports
- Define Training Resources
- Define Course/Cost Details
- Define Budget
- Set Up HRMS
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

**Course Sign In**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

☐ Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
4.	<p>You will need to <b>Find an Existing</b> or <b>Add a New Value</b> for <b>Run Control ID</b>.</p> <p>If you only have one <b>Run Control ID</b>, it will return when you click <b>Search</b>.</p> <p>Click the <b>Search (Alt+1)</b> button.</p> <div>Search</div>

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**Menu**

- Training Reports
  - EE Session Cost Summary
  - Statistics of EEs Enrolled
  - Student Training History
  - Training Facility Schedules
  - Training Instructor Schedules
  - Training Programs
  - Training Schedules
  - Individual Training Report
  - Agency Training By Employee
  - Agency Training Hours
  - Training Hours - Dept Totals
  - Training course attendance
  - DOC Training Hours
  - Course Sign In
  - Finance Report
  - Training Facility Schedule
  - Training Calendar
  - Instructor Course List
  - Statewide Training Calendar
  - Employee Training Records
- Course Reports
- Define Training Resources
- Define Course/Cost Details
- Define Budget
- Set Up HRMS
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

**Soi Run Soi0040c**

Run Control ID: pj [Report Manager](#) [Process Monitor](#) [Run](#)

**Report Request Parameters**

Course:

AND

Session #:

Save Return to Search Add Update/Display

Step	Action
5.	Enter your <b>Course</b> number.  Enter " <b>001234</b> ".
6.	Click the <b>Look up Session # (Alt+5)</b> button. 

**Look Up Session #**

Search by:  begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)


**Search Results**

View All First 1-84 of 84 Last

Course Session Nbr	Session Status	Course Start Date	Training Facility	Session Language
0088	Active	08/23/2004	CTI	(blank)
0087	Complete	07/08/2004	DOCISR	(blank)
0086	Complete	06/09/2004	STC01	(blank)
0085	Complete	02/24/2004	DOCISR	(blank)
0084	Complete	04/20/2004	(blank)	(blank)
0083	Complete	05/25/2004	STC01	(blank)
0082	Complete	05/11/2004	STC01	(blank)
0081	Complete	04/27/2004	STC01	(blank)
0080	Complete	04/12/2004	PEN02	(blank)
0079	Complete	04/06/2004	STC01	(blank)
0078	Complete	03/23/2004	STC01	(blank)
0077	Complete	03/16/2004	STC01	(blank)
0076	Complete	03/09/2004	STC01	(blank)
0075	Complete	03/02/2004	STC01	(blank)
0074	Complete	03/02/2004	MSDC	(blank)
0073	Complete	02/26/2004	(blank)	(blank)
0072	Complete	02/25/2004	(blank)	(blank)
0071	Complete	02/25/2004	STC01	(blank)
0070	Complete	02/24/2004	STC01	(blank)
0069	Complete	02/18/2004	STC01	(blank)
0068	Complete	02/18/2004	STC01	(blank)
0067	Complete	01/26/2004	(blank)	(blank)
0066	Complete	02/18/2004	STC01	(blank)
0065	Complete	02/12/2004	STC01	(blank)
0064	Complete	02/10/2004	STC01	(blank)
0063	Complete	02/04/2004	STC01	(blank)
0062	Complete	02/02/2004	STC01	(blank)

Step	Action
7.	<p>You may only print the <b>Course Sign-in Sheet</b> for <b>Active</b> sessions.</p> <p>Select session <b>0088</b>.</p> <p><b>0088</b></p>

The screenshot shows the PeopleSoft Enterprise Learning interface. On the left is a 'Menu' with various options like 'Training Reports', 'Course Sign In', and 'Course Reports'. The main area displays a report titled 'Sol Run Sol0040c'. Below the title, there's a 'Run Control ID: pj' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. A 'Report Request Parameters' section contains fields for 'Course:' (001234) and 'Session #' (0088), with a search icon next to each. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

Step	Action
8.	Click the <b>Run</b> button. 

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**Process Scheduler Request**

User ID: P222766 Run Control ID: pj

Server Name:  Run Date: 08/25/2004

Recurrence:  Run Time: 10:57:09AM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Course Sign-In	SOI0040C	Crystal	Web	HTM

Step	Action
9.	Click the <b>*Format</b> list. <input type="text" value="HTM"/>
10.	Select format <b>PDF</b> . <input type="text" value="PDF"/>
11.	By clicking <b>OK</b> , you will submit the process to create the <b>Sign-in Sheet</b> for this session. Once the process completes, you will be able to view it in <b>Process Monitor</b> and print the Sign-in.
12.	<b>End of Procedure.</b>

## Closing a Course Session - Processing the Sign-in Sheet

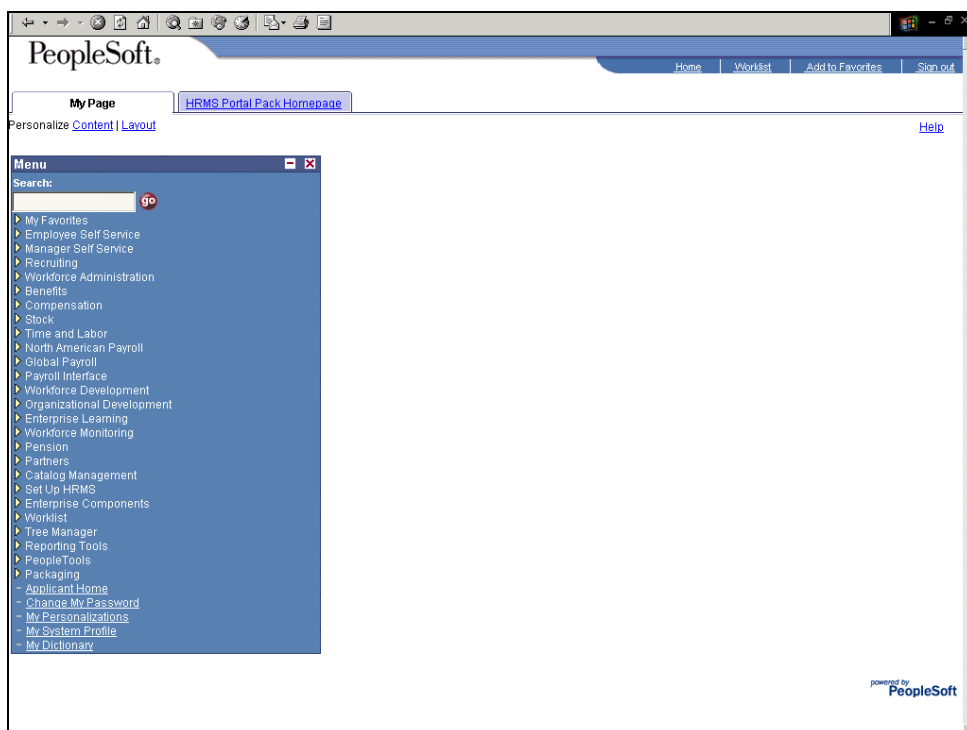
After the course session has concluded, you will need to update the student enrollment for anyone who did not attend the class. For those who attended, **no changes are needed**. The system will change their status to **Completed** once the course session is closed out.


You will use the **Course Session Enrollment** page to change a student's status. After saving your updates, you may view the enrollment on the **Course Session Summary** page.



In this example, one student was a no-show in the **Presentation Skills** course. You will update her **Enrollment Status** to reflect this.

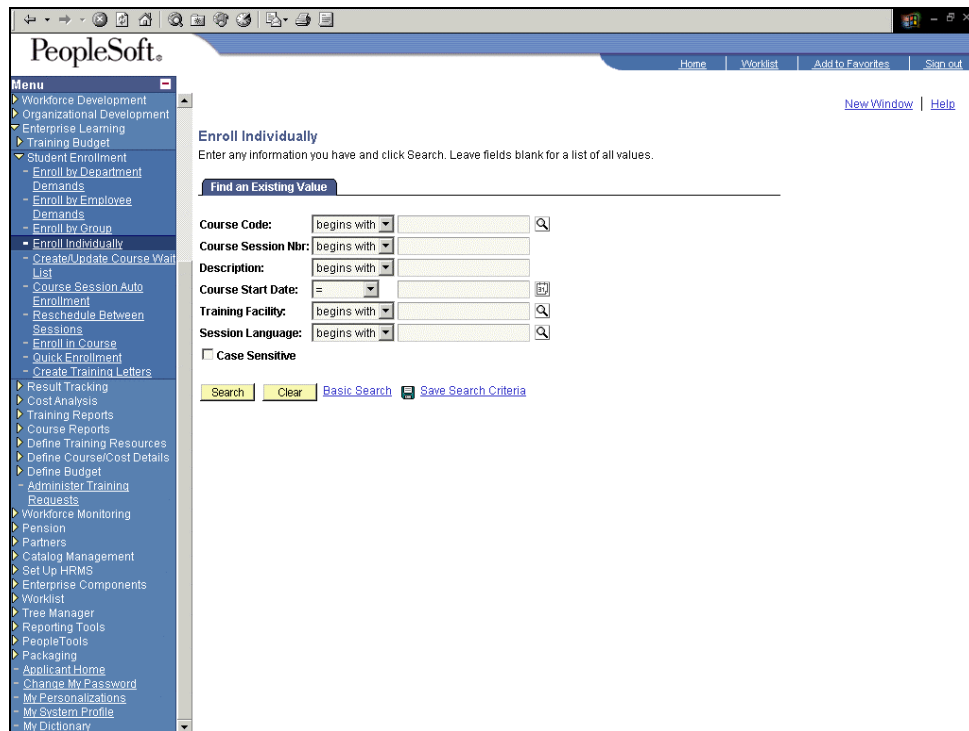
## Procedure

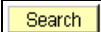
A student has completed the Presentation Skills course and has received a grade. You need to specify this grade in PeopleSoft Human Resources and view this information on the Course Session Summary page. Your goal is to enter grades for Rosa Murilo.



Step	Action
1.	Begin by navigating to the <b>Course Session Enrollment</b> page. Click the <b>Enterprise Learning</b> link. 

Step	Action
2.	Click the <b>Student Enrollment</b> link. 
3.	Click the <b>Enroll Individually</b> link. 



Step	Action
4.	Enter the desired information into the <b>Course Code</b> field. Enter " <b>BSK001</b> ".
5.	Click the <b>Search</b> button. 

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**Menu**

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- Organizational Development
- Enterprise Learning
- Training Budget
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  - Enroll by Department
  - Enroll by Employee
  - Enroll by Group
  - Enroll Individually
  - Create/Update Course Wait List
  - Course Session Auto Enrollment
  - Reschedule Between Sessions
  - Enroll in Course
  - Quick Enrollment
  - Create Training Letters
- Result Tracking
- Cost Analysis
- Training Reports
- Course Reports
- Define Training Resources
- Define Course/Cost Details
- Define Budget
- Administer Training Requests
- Workforce Monitoring
- Pension
- Partners
- Catalog Management
- Set Up HRMS
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Packaging
- Applicant Home
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

**Course Session Enrollment**

Course: BSK001 Presentation Skills Session #: 0001 Active

Start Date: 02/17/2003 Start Time: 8:00AM

Facility: ES Ind. Language:

Min Students: 3 Max Students: 12

# Enrolled: 1 # Waiting: 0

Prerequisite Checking

Transfer Course Session Setup

**Attendance**

Find | View All | First | 1 of 2 | Last

EnrollID: KR0041 Mylene Almeida

\*Enrollment/Attendance: Enrolled Status Date: 02/17/2004

Training Reason: Skill Enhancement Prerequisites Met

Letter Code: CON Date Letter Printed: Grade:

**Department**

Business Unit: KR001 Brazilian Business Unit

Department: 25000 Marketing


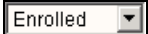

**Demand from Budget Training**

Search Criteria:


☐ Population ☐ Catalog Demand ID:

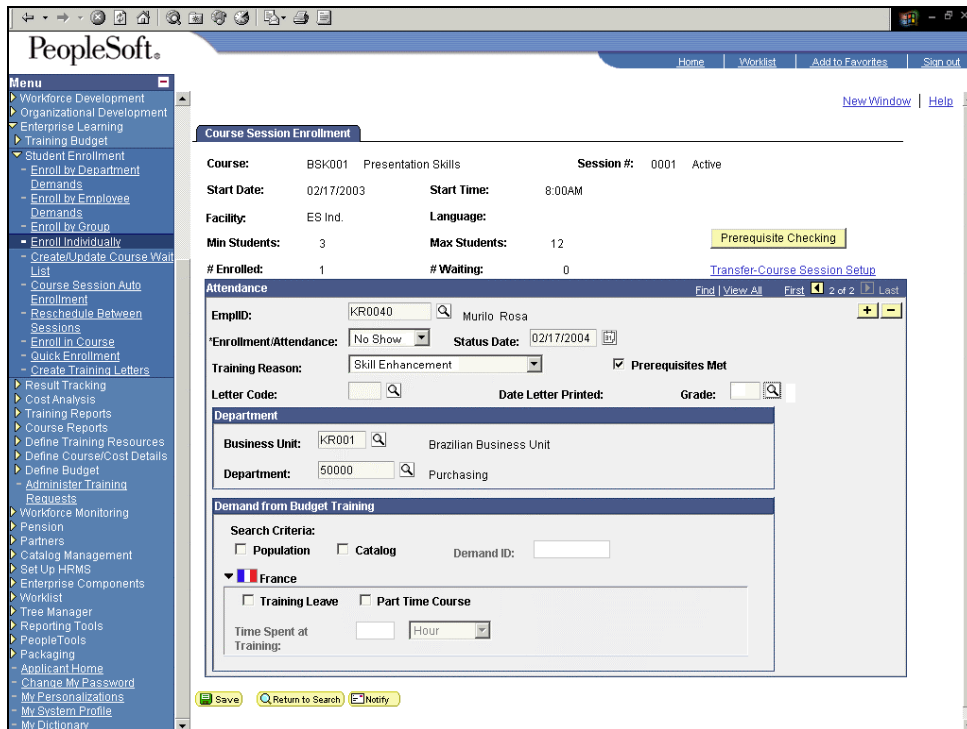
☐ France



Save Return to Search Notify

Step	Action
6.	<p>Use the <b>Course Session Enrollment</b> page to enter or change student enrollment information for this session.</p> <p>The <b>Attendance</b> section provides information about the students enrolled in this session. It also defines the students' <b>Enrollment Status</b> for this session.</p> <p>Students who attended the session should be left with a status of <b>Enrolled</b>. They will be automatically changed to <b>Completed</b> once the session is closed out. Enrolled students <b>not attending</b>, need to be changed before closing out the session.</p> <p>If a non-enrolled student attended the class and you wish to give them credit, you would <b>Add a Record</b> to enter them now as <b>Enrolled</b>. See <b>Enrolling Students Individually</b> documentation.</p> <p>Click the <b>Next Row</b> button to find the enrolled student who did not attend in this example.</p> <p></p>
7.	<p>Rosa was enrolled for the session, but did not attend. We need to change her <b>Enrollment/Attendance</b> status to <b>No Show</b>.</p> <p>Click the <b>*Enrollment/Attendance</b> list.</p> <p></p>
8.	<p>Select <b>No Show</b>.</p> <p></p>



Step	Action
9.	<p>Once you have made the changes or additions from your original <b>Sign-in Sheet</b>, you will save this information.</p> <p>Click the <b>Save</b> button.</p> 



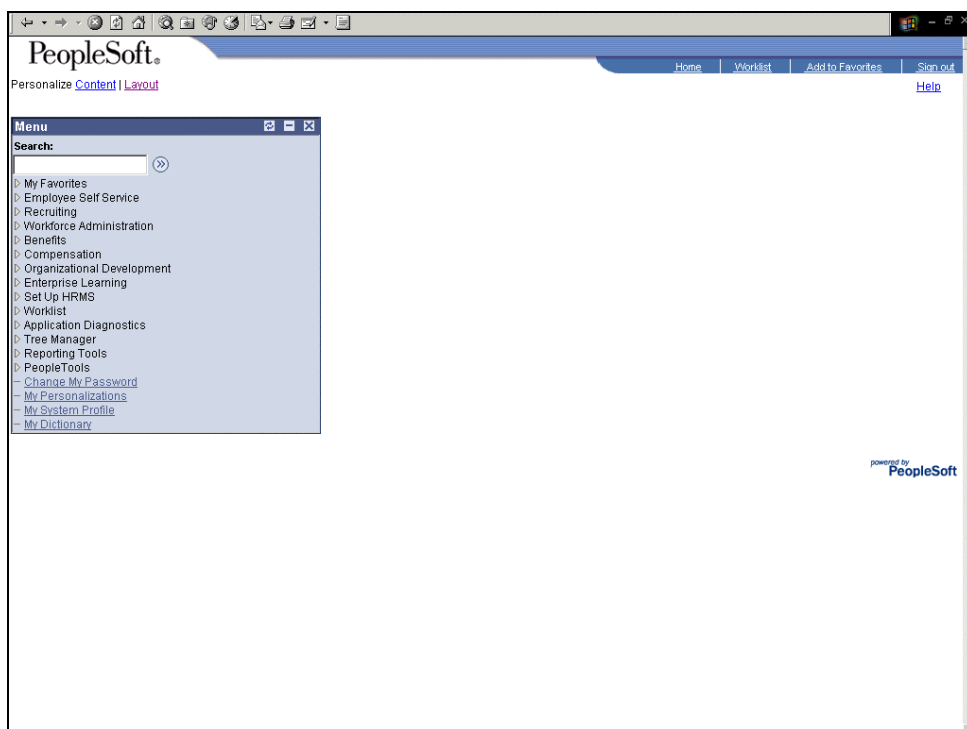
Step	Action
10.	<p>Now, verify the data updated in the summarized course session report.</p> <p>To view the report, navigate to the <b>Course Session Summary</b> page.</p> <p>Click the <b>Result Tracking</b> link.</p> 
11.	<p>Click the <b>Review Session Summary</b> link.</p> 
12.	<p>Use the <b>Course Session Summary</b> page to view a summarized report indicating the EmplID, name, and status of all the students in a particular course session.</p>
13.	<p><b>End of Procedure.</b></p>

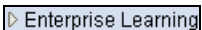


## Closing a Course Session - Marking the Class as Complete

Once a course session has completed and you have processed the Sign-in sheet, you will need to change the **Session Status** to **Complete** on the **Course Session Profile** page in order to close it out.

In this example, the **Epro Buyers** course session **0049** is complete and will be closed out.

## Procedure



Step	Action
1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Define Course/Cost Details</b> link. 
3.	Click the <b>Course Sessions</b> link. 

Step	Action
4.	Enter the desired information into the <b>Course Code</b> field. Enter "001234".
5.	Enter the desired information into the <b>Course Session Nbr</b> field. Enter "49".
6.	Click the <b>Search (Alt+1)</b> button. <div>Search</div>

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Benefits

Compensation

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Course Session Costs

Program Information

Tuition Expense Type

Define Budget

Set Up HRMS

Worklist

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Reporting Tools

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Change My Password

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My System Profile

My Dictionary

Course Session Profile | Location | Instructor | Equipment | Expense

Course: 001234 PS FS EPro Buyers Course Status: Active

Session Number: 0049 School:

\*Session Status: Active  Session Administration

Start/End Dates: 11/12/2003 11/13/2003 ☐ Rescheduled

Start/End Times: 8:30AM 4:00PM

Duration: 14.0 Duration Unit: Hour

Min Students/Session: 5 Max Students/Session: 16

Session Language:  Vendor ID:

Save Return to Search Add Update/Display

Course Session Profile | Location | Instructor | Equipment | Expense

Step	Action
7.	<p>We will change the <b>Session Status</b> to <b>Complete</b>. Click the <b>*Session Status</b> list.</p> <p></p>
8.	<p>Select <b>Complete</b>.</p> <p></p>

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**Course Session Profile** | [Location](#) | [Instructor](#) | [Equipment](#) | [Expense](#)

Course: 001234 PS F8 EPro Buyers Course Status: Active

Session Number: 0049 School:

\*Session Status: **Complete** ☒ Session Administration

Start/End Dates: 11/12/2003 11/13/2003 ☐ Rescheduled

Start/End Times: 8:30AM 4:00PM

Duration: 14.0 Duration Unit: Hour

Min Students/Session: 5 Max Students/Session: 16

Session Language:

Vendor ID:

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

[Course Session Profile](#) | [Location](#) | [Instructor](#) | [Equipment](#) | [Expense](#)

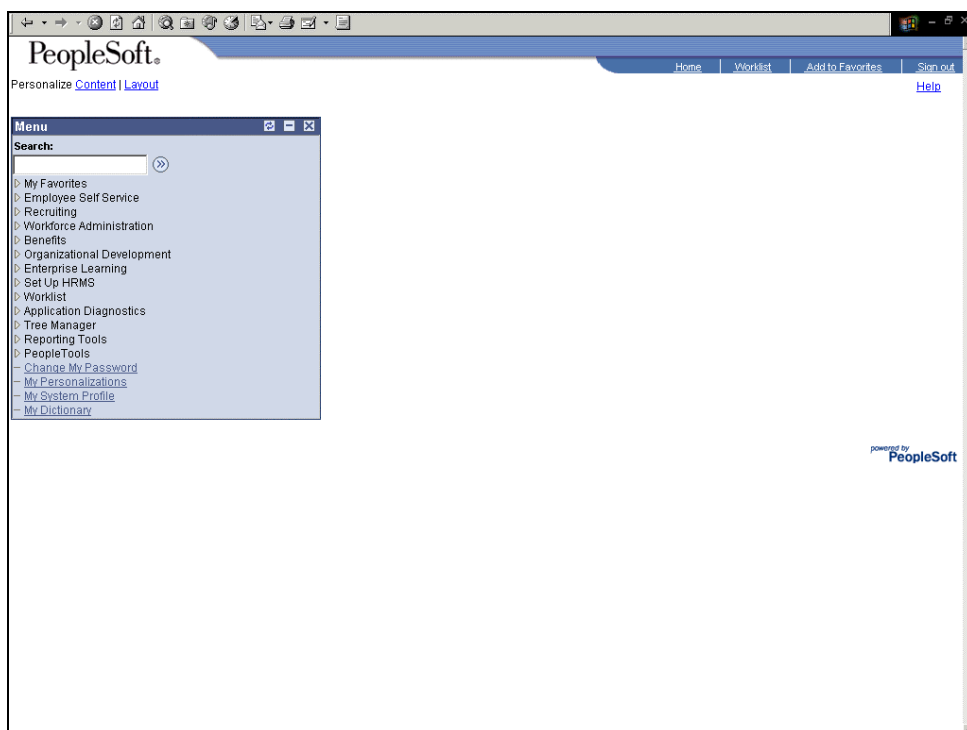
Step	Action
9.	<p>This will close out the session and change all of the students who were enrolled in it to a status of <b>Completed</b>.</p> <p>Marking the session <b>Complete</b> will also lock the enrollment records and disable the <b>Class Sign-in Sheet</b> for this session. You may always make the session <b>Active</b> again later to make any corrections.</p> <p>Click the <b>Save (Alt+1)</b> button.</p> <p><a href="#">Save</a></p>
10.	<b>End of Procedure.</b>

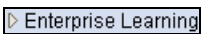


## Evaluating a Course Session

Use the **Evaluate Course Session** page to record student feedback on course sessions so that you know what areas need improvement. You can track course ratings for areas such as training facilities, instructors, course content, materials, and presentation. You can also review session statistics, including the number of responses per rating, average ratings, and the overall average for the session. Ratings can be entered only after you've marked the session **Completed**.


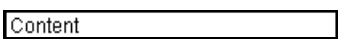

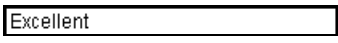
In this example, the **Epro Buyers** course session **0049** is complete and will be evaluated.

## Procedure



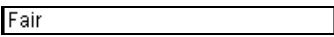


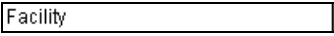




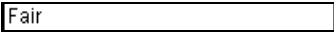







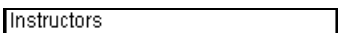




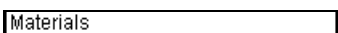

Step	Action
1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Result Tracking</b> link. 
3.	Click the <b>Evaluate Course Session</b> link. 

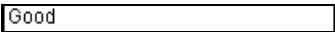


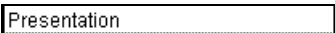

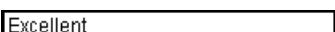

Step	Action
4.	Enter the desired information into the <b>Course Code</b> field. Enter " <b>001234</b> ".
5.	Enter the desired information into the <b>Course Session Nbr</b> field. Enter " <b>49</b> ".
6.	Click the <b>Search (Alt+1)</b> button. <div data-bbox="418 1266 519 1304" data-label="Image"> </div>

Step	Action
7.	Click the <b>*Rating Area</b> list. 
8.	In the <b>Ratings Area</b> you will need to follow the <b>Standard Rating Form</b> format and add rows of data to capture the correct information.  The five areas are <b>Content, Facility, Instructors, Materials, and Presentation</b> .  <b>Important:</b> Always remember to click the <b>Plus sign (+)</b> before entering the ratings for your next area.  Select <b>Content</b> . 
9.	Click the <b>*Rating</b> list. 
10.	In the <b>Rating</b> field, select the appropriate rating: <b>Excellent, Good, Fair, or Poor</b> .  For this example, select <b>Excellent</b> . 
11.	Press <b>[Tab]</b> .
12.	In the <b>Total Count</b> Field, enter the number of students who selected the rating. The system computes the <b>Rating Points</b> assigned to each rating.



Step	Action
	Enter the desired information into the <b>*Total Count</b> field. Enter " <b>10</b> ".
13.	<p>We will add a record/row for each <b>Rating</b> selected by the students. Click the <b>Add a new row at row 1 (Alt+7)</b> button.</p> 
14.	<p>Click the <b>*Rating</b> list.</p> 
15.	<p>Select <b>Fair</b>.</p> 
16.	Press <b>[Tab]</b> .
17.	Enter the desired information into the <b>*Total Count</b> field. Enter " <b>2</b> ".
18.	<p>Once we have completed all the students' ratings for <b>Content</b>, add a row to enter the next <b>Rating Area</b>.</p> <p><b>Important:</b> Don't forget to click the <b>Plus sign (+)</b> before entering the next <b>Rating Area</b>. Click the <b>Add a new row at row 1 (Alt+7)</b> button.</p> 
19.	<p>Click the <b>*Rating Area</b> list.</p> 
20.	<p>Select <b>Facility</b>.</p> 
21.	<p>Click the <b>*Rating</b> list.</p> 
22.	<p>Select <b>Excellent</b>.</p> 
23.	Press <b>[Tab]</b> .
24.	Enter the desired information into the <b>*Total Count</b> field. Enter " <b>10</b> ".
25.	<p>Click the <b>Add a new row at row 1 (Alt+7)</b> button.</p> 
26.	<p>Click the <b>*Rating</b> list.</p> 
27.	<p>Select <b>Fair</b>.</p> 

Step	Action
28.	Press <b>[Tab]</b> .
29.	Enter the desired information into the <b>*Total Count</b> field. Enter " <b>1</b> ".
30.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
31.	Click the <b>*Rating</b> list. 
32.	Select <b>Poor</b> . 
33.	Press <b>[Tab]</b> .
34.	Enter the desired information into the <b>*Total Count</b> field. Enter " <b>1</b> ".
35.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
36.	Click the <b>*Rating Area</b> list. 
37.	Select <b>Instructors</b> . 
38.	Click the <b>*Rating</b> list. 
39.	Select <b>Excellent</b> . 
40.	Press <b>[Tab]</b> .
41.	Enter the desired information into the <b>*Total Count</b> field. Enter " <b>12</b> ".
42.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
43.	Click the <b>*Rating Area</b> list. 
44.	Select <b>Materials</b> . 
45.	Click the <b>*Rating</b> list. 

Step	Action
46.	Select <b>Good</b> . 
47.	Press <b>[Tab]</b> .
48.	Enter the desired information into the <b>*Total Count</b> field. Enter " <b>12</b> ".
49.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
50.	Click the <b>*Rating Area</b> list. 
51.	Select <b>Presentation</b> . 
52.	Click the <b>*Rating</b> list. 
53.	Select <b>Excellent</b> . 
54.	Press <b>[Tab]</b> .
55.	Enter the desired information into the <b>*Total Count</b> field. Enter " <b>12</b> ".
56.	If you would like to review all of your ratings, click the <b>View All</b> link. Click the <b>View All</b> link. 

PeopleSoft®

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

**Menu**

Search:

- My Favorites
- Employee Self Service
- Recruiting
- Workforce Administration
- Benefits
- Organizational Development
- Enterprise Learning
  - Training Budget
  - Student Enrollment
  - Result Tracking
    - Update
    - Competencies/Accomps
    - Evaluate Course Session
      - Individual Training Evaluation
      - Review Training Summary
      - Review Session Summary
  - Cost Analysis
  - Training Reports
  - Course Reports
  - Define Training Resources
  - Define Course/Cost Details
  - Define Budget
  - Set Up HRMS
  - Worklist
  - Application Diagnostics
  - Tree Manager
  - Reporting Tools
  - PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

**Course Session Evaluations**

Course: 001234 PS FS EPro Buyers Session #: 0049

Start Date: 11/12/2003 Facility: Language:

**Instructor** Find | View All First 1 of 1 Last

**Ratings Area** Find | View 1 First 1-5 of 6 Last

\*Rating Area: Content Total Count 12

*Rating	Rating Points	*Total Count
Excellent	1	10
Fair	3	2

**Ratings** Find | View All First 1-2 of 2 Last

\*Rating Area: Facility Total Count 12

*Rating	Rating Points	*Total Count
Excellent	1	10
Fair	3	1

**Ratings** Find | View All First 1-3 of 3 Last

Step	Action
57.	Click to <b>scroll down</b> the page.

PeopleSoft®

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

**Menu**

Search:

- My Favorites
- Employee Self Service
- Recruiting
- Workforce Administration
- Benefits
- Organizational Development
- Enterprise Learning
  - Training Budget
  - Student Enrollment
  - Result Tracking
    - Update
    - Competencies/Accomps
    - Evaluate Course Session
      - Individual Training Evaluation
      - Review Training Summary
      - Review Session Summary
    - Cost Analysis
    - Training Reports
    - Course Reports
    - Define Training Resources
    - Define Course/Cost Details
    - Define Budget
    - Set Up HRMS
    - Worklist
    - Application Diagnostics
    - Tree Manager
    - Reporting Tools
    - PeopleTools
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary

**Course Session Evaluations**

Course: 001234 PS FS EPro Buyers Session #: 0049

Start Date: 11/12/2003 Facility: Language:

**Instructor** Find | View All First 1 of 1 Last

**Ratings Area** Find | View All First 1-5 of 6 Last

\*Rating Area: Materials Total Count 12

*Rating	Rating Points	*Total Count
Good	2	12


**Ratings** Find | View All First 1-1 of 1 Last

\*Rating Area: Presentation Total Count 12

*Rating	Rating Points	*Total Count
Excellent	1	12

**Ratings** Find | View All First 1-1 of 1 Last

[Save](#) [Return to Search](#)

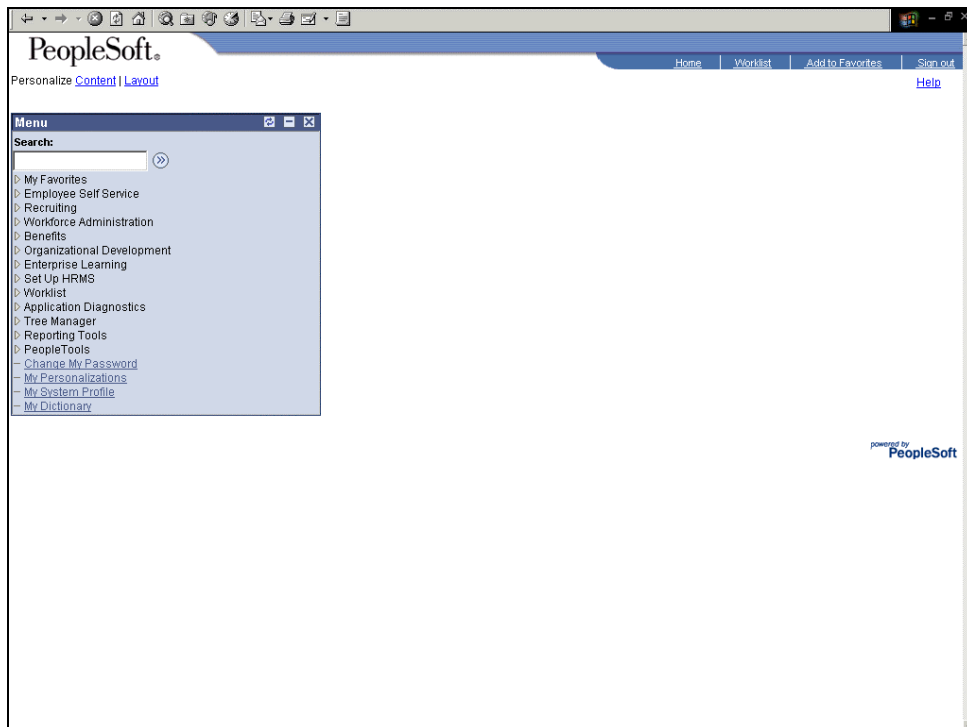
Step	Action
58.	Click the <b>Save (Alt+1)</b> button. 
59.	<p>Once you have saved your ratings, <b>Session Evaluation</b> statistics will be calculated and displayed on this page next to each of the <b>Ratings Areas</b>:</p> <p>The <b>Session Average</b> rating is the overall average rating for the session. This is the average of the <b>Average Rating</b> values for all rating areas. This appears only in the first <b>Ratings Area</b> box.</p> <p>The <b>Average Rating</b> field shows the average rating for the selected <b>Rating Area</b>.</p> <p>The <b>Total Count</b> field shows the number of evaluations received for the <b>Rating Area</b>. This is the sum of all the <b>Total Count</b> fields in the <b>Ratings</b> box.</p>
60.	<b>End of Procedure.</b>

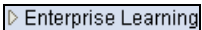
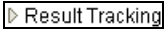

## Viewing Session Summary

Use the **Review Session Summary** page to review the students' status for a particular **Course Session**. This information may also be saved to a spreadsheet file.

In this example, we will review the course **Epro Buyers** session **0049**.

## Procedure



Step	Action
1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Result Tracking</b> link. 
3.	Click the <b>Review Session Summary</b> link. 

**PeopleSoft®**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Help](#)

**Menu**

Search:

- My Favorites
- Employee Self Service
- Recruiting
- Workforce Administration
- Benefits
- Organizational Development
- Enterprise Learning
  - Student Enrollment
  - Result Tracking
    - Update
    - Competencies/Accomps
    - Evaluate Course
    - Session
    - Review Training Summary
    - Review Session Summary**
  - Cost Analysis
  - Training Reports
  - Course Reports
  - Define Training Resources
  - Define Course/Cost Details
  - Define Budget
  - Set Up HRMS
  - Worklist
  - Application Diagnostics
  - Tree Manager
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary

**Review Session Summary**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Course Code:  begins with

Course Session Nbr:  begins with

Description:  begins with


Course Start Date:  =

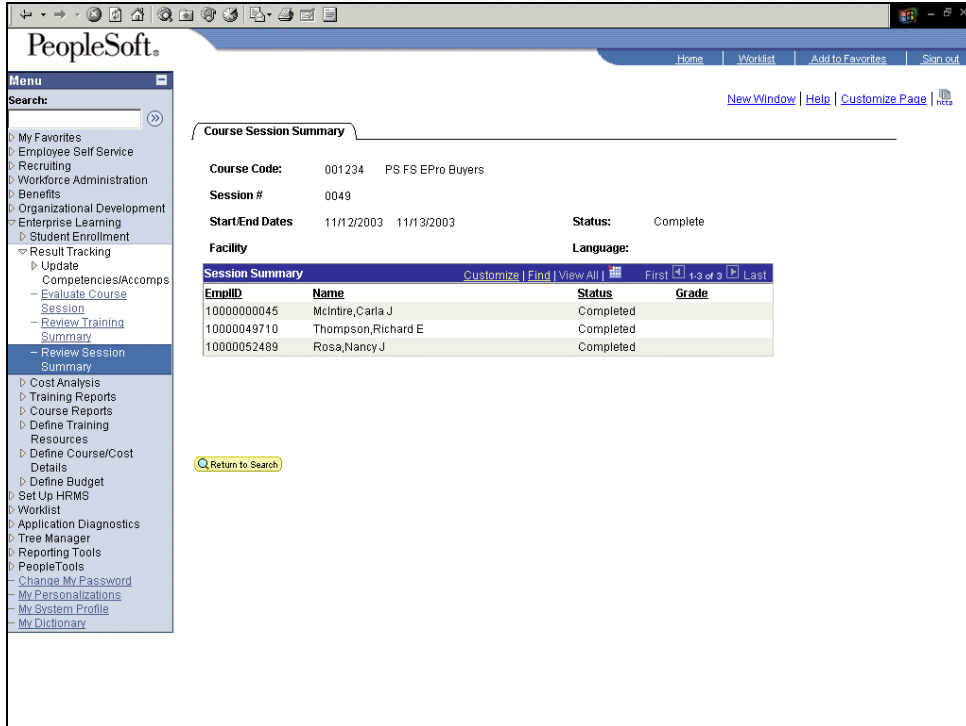
Course End Date:  =

Session Status:  =

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Step	Action
4.	Enter the desired information into the <b>Course Code</b> field. Enter " <b>001234</b> ".
5.	Enter the desired information into the <b>Course Session Nbr</b> field. Enter " <b>49</b> ".
6.	Click the <b>Search (Alt+1)</b> button. 




The screenshot shows the PeopleSoft Enterprise Learning interface. On the left is a navigation menu with categories like My Favorites, Employee Self Service, Recruiting, Workforce Administration, Benefits, Organizational Development, Enterprise Learning, and Student Enrollment. The 'Enterprise Learning' section is expanded, showing options like Result Tracking, Update, Competencies/Accomplishments, Evaluate Course Session, Review Training Summary, and Review Session Summary (which is selected). The main content area is titled 'Course Session Summary' and displays the following information:

- Course Code:** 001234 PS FS EPro Buyers
- Session #:** 0049
- Start/End Dates:** 11/12/2003 11/13/2003
- Status:** Complete
- Facility:**
- Language:**

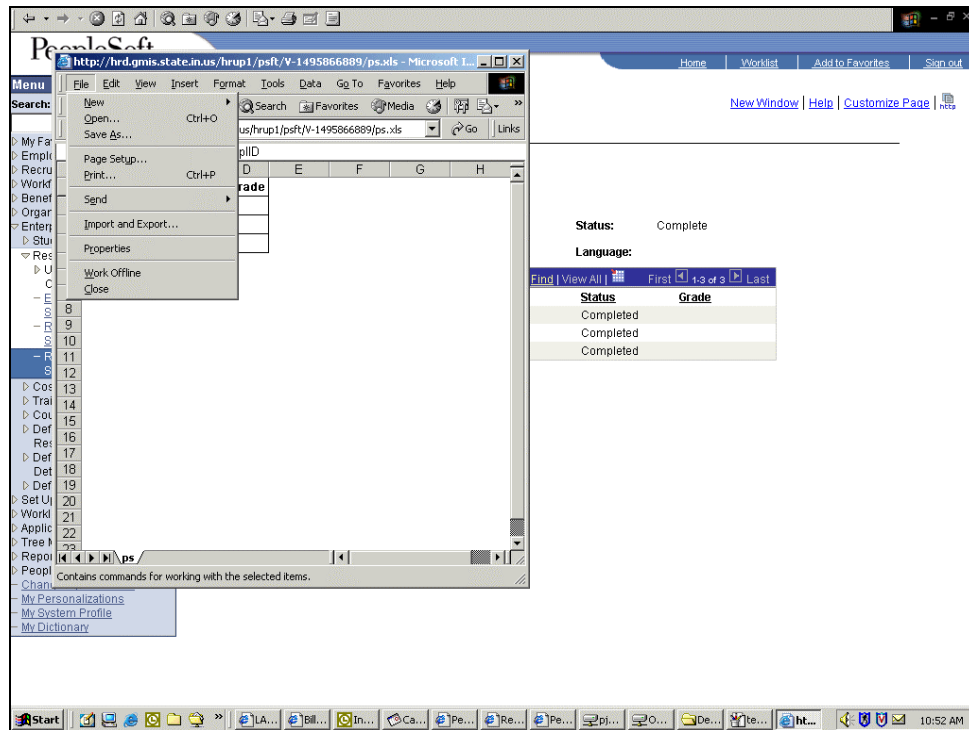
Below this information is a table titled 'Session Summary' with columns for EnrollID, Name, Status, and Grade. The table contains three rows of data:

EnrollID	Name	Status	Grade
10000000045	McIntire, Carla J	Completed	
10000049710	Thompson, Richard E	Completed	
10000052489	Rosa, Nancy J	Completed	

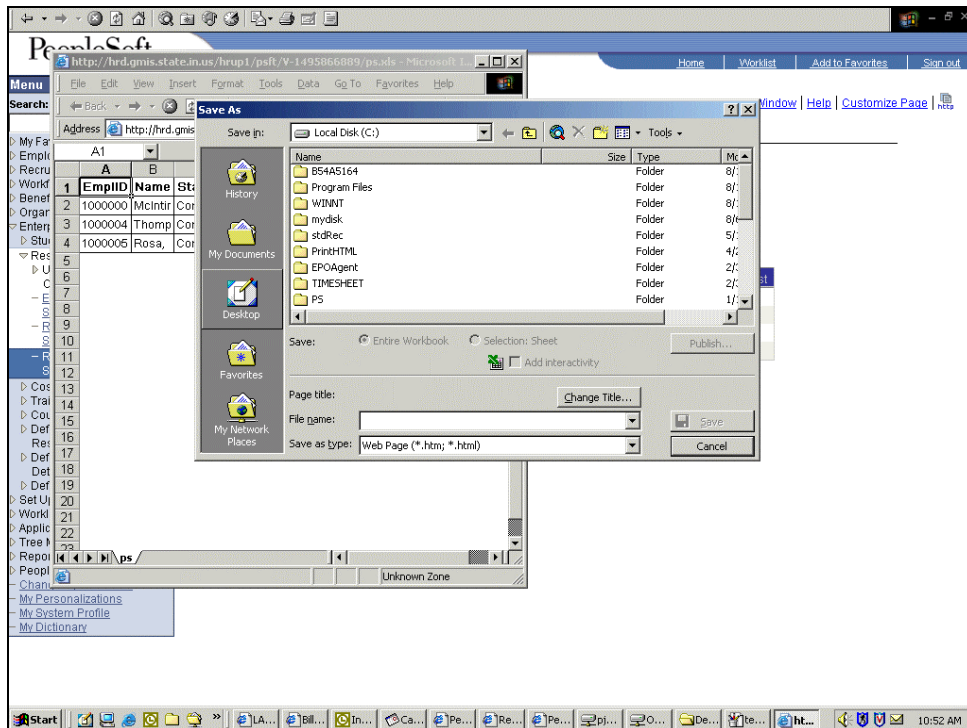
At the bottom of the table, there is a 'Return to Search' button.

Step	Action
7.	<p>Here you can see the <b>Course Session Summary</b> for this session. You may want to save this data to a spreadsheet. Click the <b>Download</b> button.</p> 

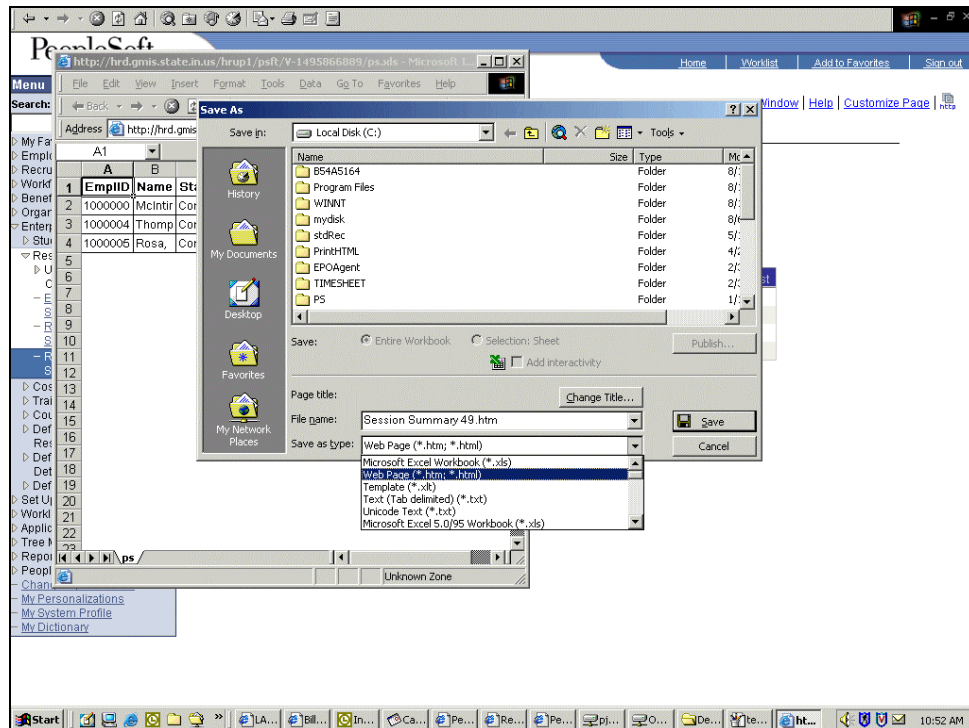




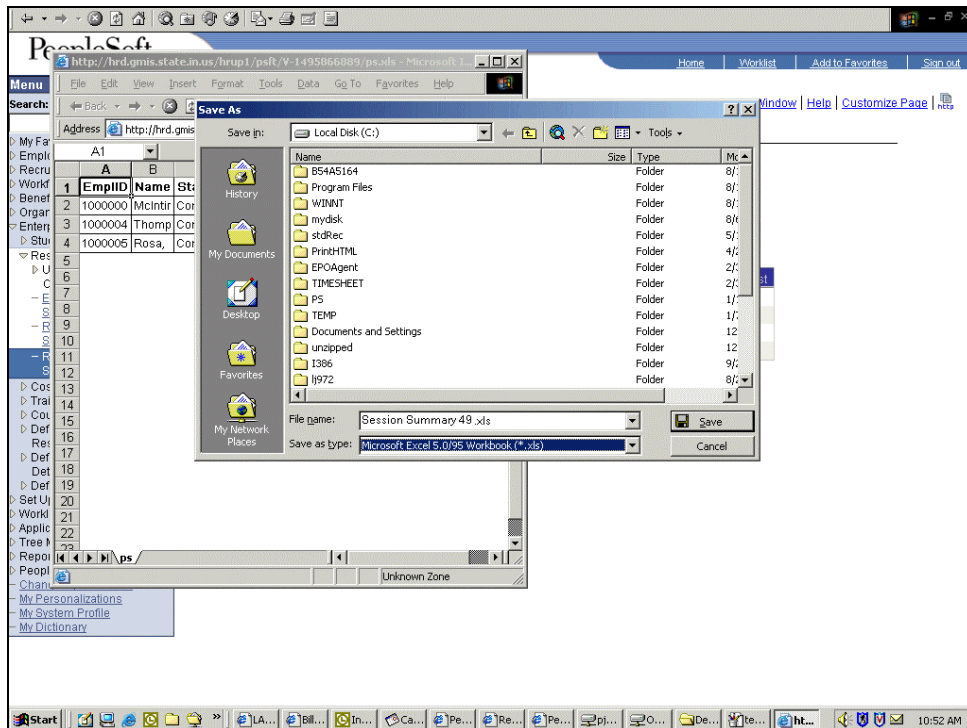
Step	Action
8.	<p>The spreadsheet opens up in a new browser window. You may save this to an excel worksheet.</p> <p>Click the <b>File</b> menu.</p> <p><b>File</b></p>
9.	<p>Click the <b>Save As...</b> menu.</p> <p><b>Save As...</b></p> <p>or</p> <p>Press <b>[A]</b>.</p>



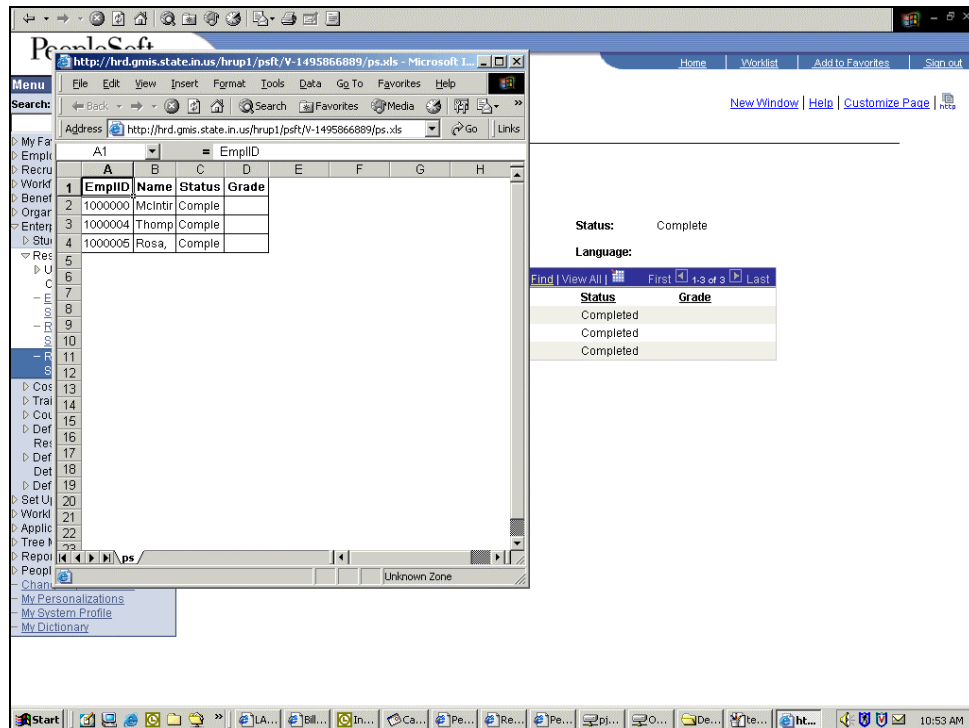
Step	Action
10.	Enter the directory and filename information to save your spreadsheet.  Enter " <b>Session Summary 49</b> ".
11.	Click to drop down the <b>file type</b> .  Web Page (*.htm; *.html)




Step	Action
12.	<p>Select Excel Workbook.</p> <p>Microsoft Excel Workbook (*.xls)</p>



Step	Action
13.	Click <b>Save</b> .



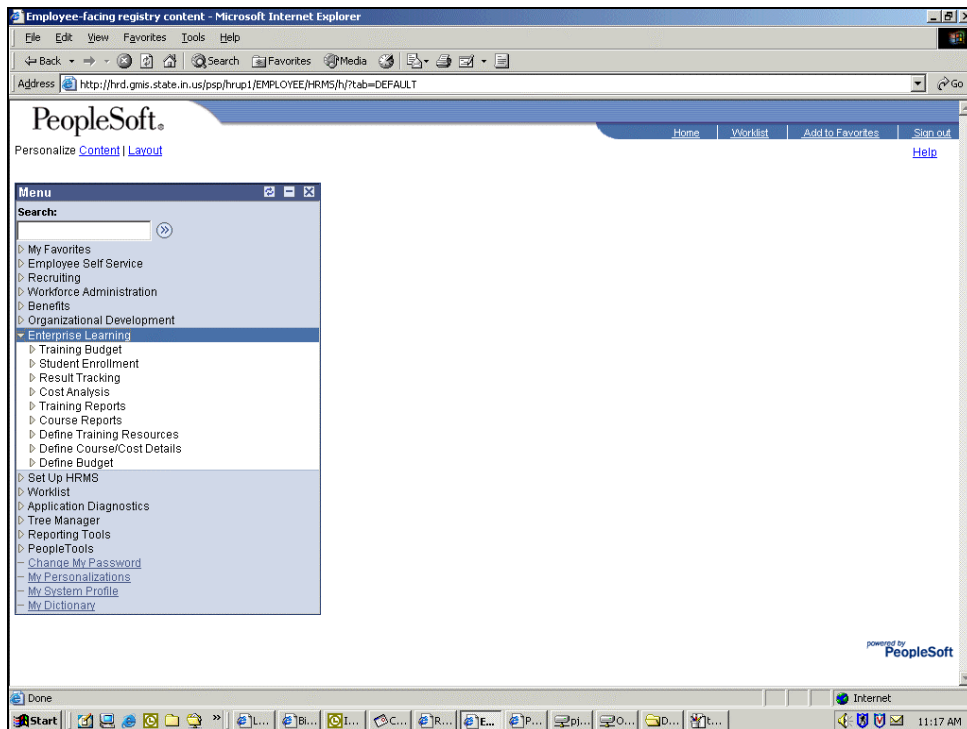
Step	Action
14.	<p>Close the popup window.</p> <p>Click the <b>Close</b> button.</p> 
15.	<b>End of Procedure.</b>

## Viewing Student Training Summary - SOI

Use the **Review Training Summary** page to view the entire training history for an employee. This information may also be saved to a spreadsheet file.

In this example, we will view **Dale's** training information. His ID is **10000228295**.

## Procedure



Step	Action
1.	Click the <b>Result Tracking</b> link. <a href="#">Result Tracking</a>
2.	Click the <b>Review Training Summary</b> link. <a href="#">Review Training Summary</a>

**Review Training Summary**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmpID: begins with

Name: begins with

Last Name: begins with

Department SetID: begins with

Department: begins with

Alternate Character Name: begins with

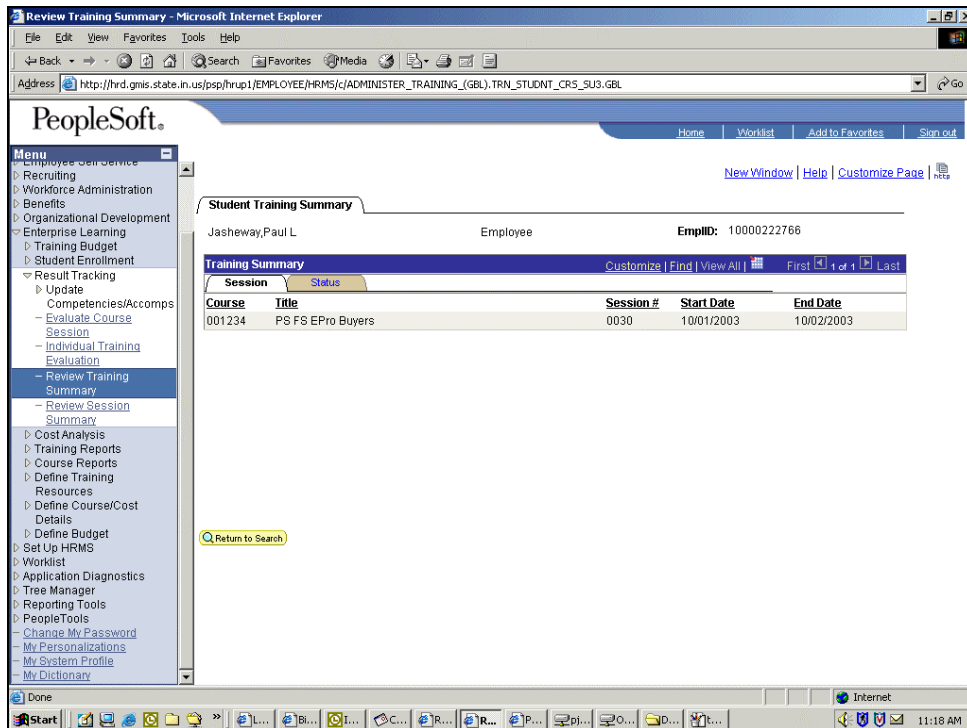
Personnel Status: =


National ID: begins with

☐ Case Sensitive

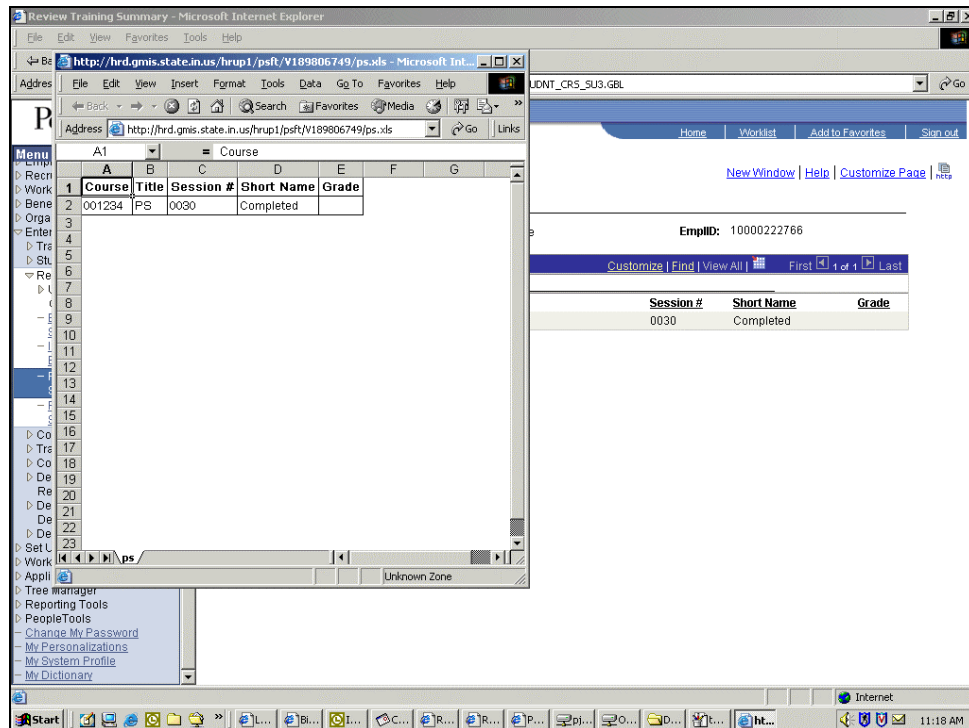
[Basic Search](#) [Save Search Criteria](#)

Step	Action
3.	Enter the desired information into the <b>EmpID</b> field. Enter " <b>10000228295</b> ".
4.	Click the <b>Search (Alt+1)</b> button. <input type="button" value="Search"/>

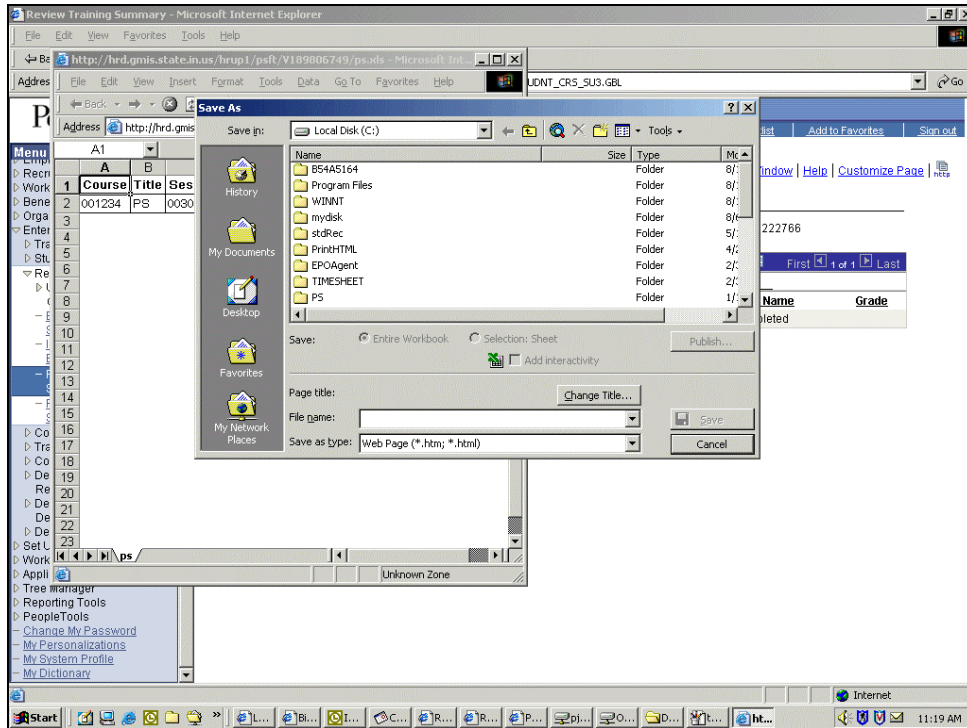


Step	Action
5.	<p>The student's <b>Enrollment Information</b> appears here. Click the <b>Status</b> tab.</p> <p><b>Status</b></p>
6.	<p>The student's <b>Enrollment Status</b> appears here.</p> <p>This information can be saved to a spreadsheet file. Click the <b>Download</b> button.</p> <p></p>

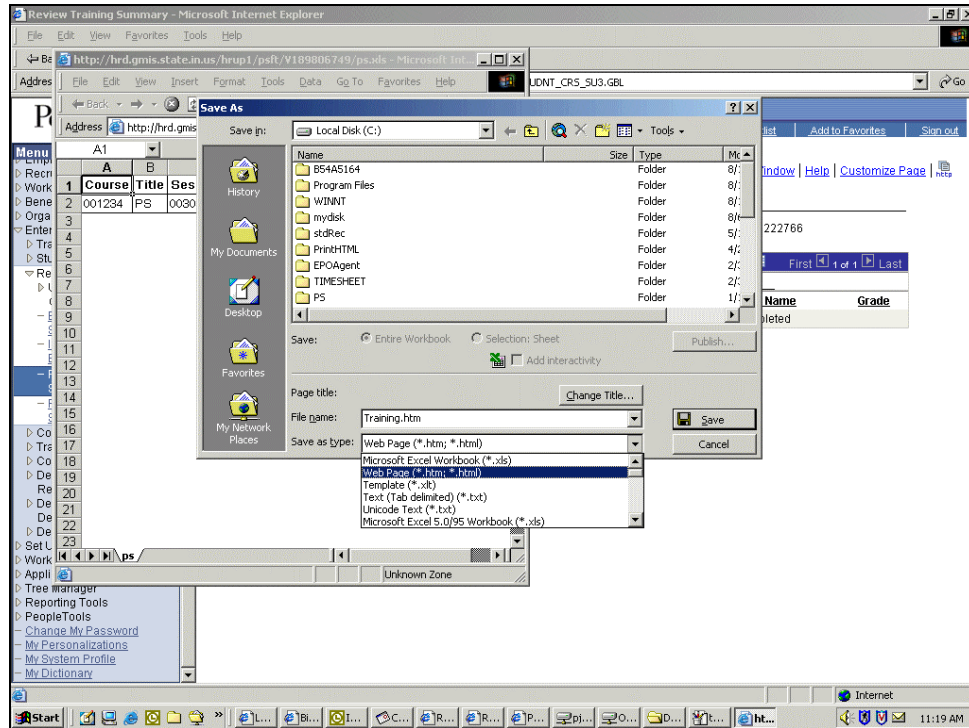




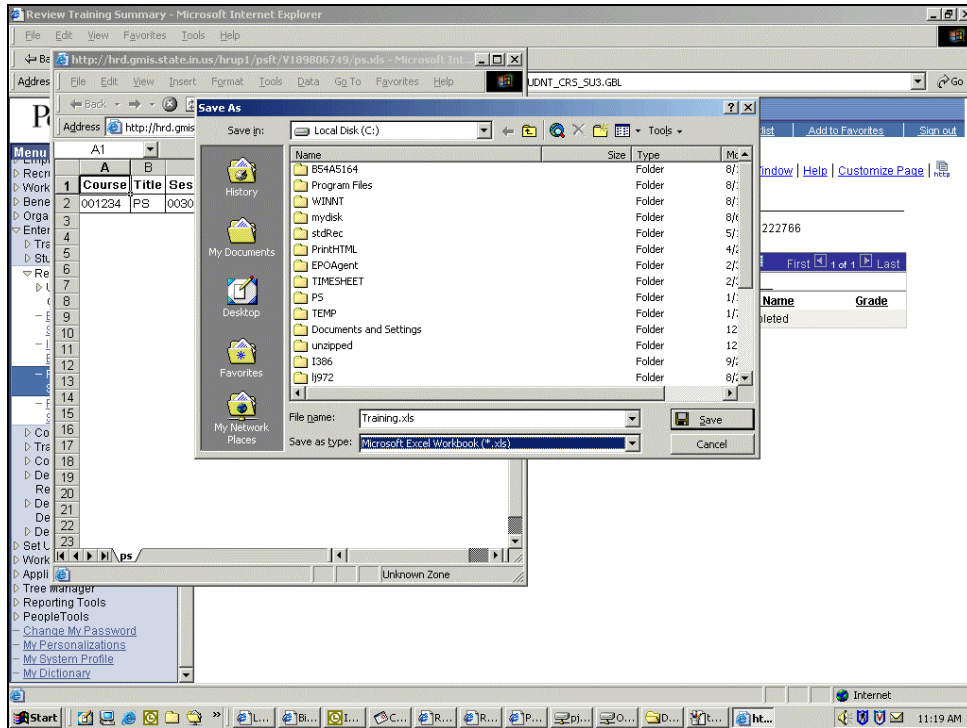
Step	Action
7.	<p>The spreadsheet opens up in a new browser window. You may save this to an excel worksheet. Click the <b>File</b> menu.</p> <p><b>File</b></p>
8.	<p>Click the <b>Save As...</b> menu.</p> <p><b>Save As...</b></p> <p>or Press <b>[A]</b>.</p>

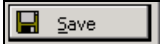


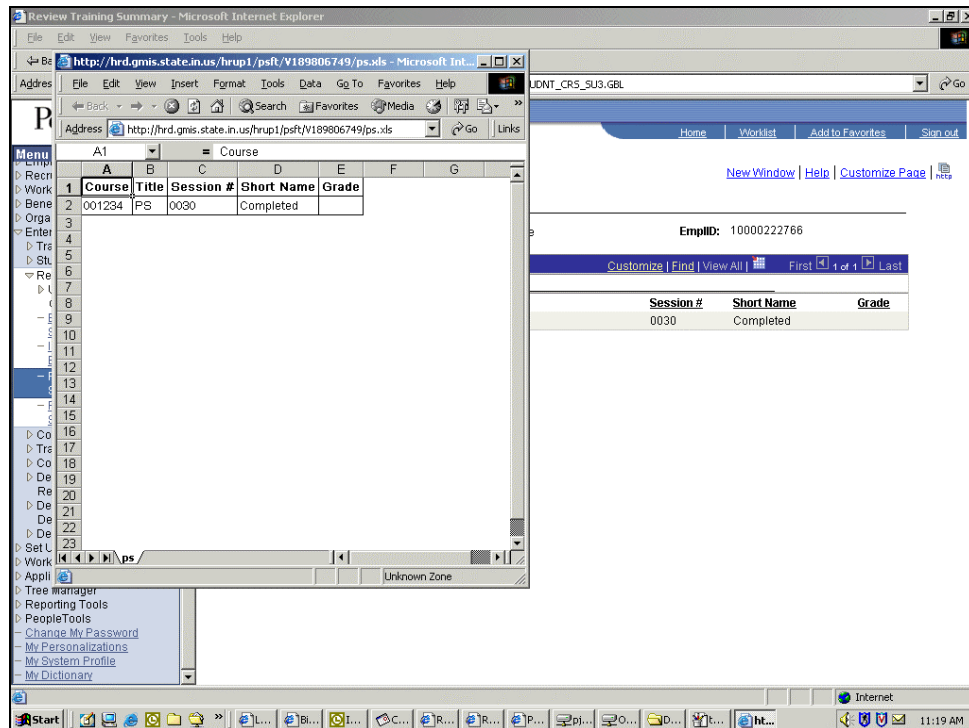
Step	Action
9.	Enter the directory and file name information here.  Enter " <b>Training</b> ".
10.	Click to drop down the <b>file type</b> .  Web Page (*.htm; *.html)




Step	Action
11.	<p>Select Excel Workbook.</p> <p>Microsoft Excel Workbook (*.xls)</p>



Step	Action
12.	<p>Click <b>Save</b>.</p> 



Step	Action
13.	Close the pop-up window. 
14.	<b>End of Procedure.</b>

## Adding Non-Employees

### Procedure



Step	Action
1.	Click the <b>Workforce Administration</b> link. <a href="#">▶ Workforce Administration</a>
2.	Click the <b>Increase Workforce</b> link. <a href="#">▶ Increase Workforce</a>
3.	Click the <b>Add Non-Employee</b> link. <a href="#">Add Non-Emp</a>   <a href="#">Hire</a>

The screenshot shows a web browser window with the title 'Training'. The browser's address bar shows 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area is titled 'Add Non-Employee' and contains a section labeled 'Add a New Value'. This section has two input fields: 'EmplID:' with the value 'NEW' and 'Empl Rcd Nbr:' with the value '0'. Below these fields is a yellow 'Add' button.

Step	Action
4.	Click the <b>Add</b> button. <div data-bbox="418 1066 519 1108" data-label="Image"> </div>

**Training**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

**Name History** | [Address History](#) | [Personal History](#) | [Identity/Diversity](#)

EmpID: NEW Non-Employee

**Name Type** Find | View All First 1 of 1 Last

\*Type of Name: Primary

**Name History** Find | View All First 1 of 1 Last

\*Effective Date: 12/13/2004

Format Using: USA United States Refresh the Name Field

**Person Name**

Prefix: Middle: Last: Suffix: Name:

Personal Data | [Job Data](#) | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

Save Previous tab Next tab Refresh Add

[Name History](#) | [Address History](#) | [Personal History](#) | [Identity/Diversity](#)

Step	Action
5.	Enter the desired information into the <b>First</b> field. Enter " <b>Stella</b> ".
6.	Click in the <b>Middle</b> field. <input type="text"/>
7.	Enter the desired information into the <b>Middle</b> field. Enter " <b>J</b> ".
8.	Enter the desired information into the <b>Last</b> field. Enter " <b>Harper</b> ".



**Training**

Home | Worksheet | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Name History** | [Address History](#) | [Personal History](#) | [Identity/Diversity](#)

EmpID: NEW Non-Employee

**Name Type** Find | View All First 1 of 1 Last

\*Type of Name: Primary

**Name History** Find | View All First 1 of 1 Last

\*Effective Date: 12/13/2004

Format Using: USA United States Refresh the Name Field

**Person Name**

Prefix: Middle: J

First: Stella Last: Harper Suffix:

Name:

Personal Data | [Job Data](#) | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

Save Previous tab Next tab Refresh Add

[Name History](#) | [Address History](#) | [Personal History](#) | [Identity/Diversity](#)

Step	Action
9.	Click the <b>Address History</b> tab. <a href="#">Address History</a>

**Training**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

[Name History](#) | **Address History** | [Personal History](#) | [Identity/Diversity](#)

Harper, Stella J      EmpID: NEW

**Address Type** Find | View All First 1 of 1 Last

\*Address Type: HOME

**Address History** Find | View All First 1 of 1 Last

\*Effective Date: 12/13/2004 \*Status: Active

Country: USA United States

Address: [Edit Address](#)

**Phones** Customize | Find | First 1 of 1 Last

\*Phone Type Telephone

**Email Addresses** Customize | Find | First 1 of 1 Last

\*Email Type Email Address

Personal Data | **Job Data** | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

[Save](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Add](#)

[Name History](#) | [Address History](#) | [Personal History](#) | [Identity/Diversity](#)

Step	Action
10.	Click the <b>Edit Address</b> link. <a href="#">Edit Address</a>

**Training**

Home | Worksheet | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Edit Address**

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:  Postal:

County:

Step	Action
11.	Click in the <b>Address 1</b> field.
12.	Enter the desired information into the <b>Address 1</b> field. Enter " <b>105 Garden Ln</b> ".
13.	Click in the <b>City</b> field. <input type="text"/>
14.	Enter the desired information into the <b>City</b> field. Enter " <b>Indianapolis</b> ".
15.	Enter the desired information into the <b>State</b> field. Enter " <b>IN</b> ".
16.	Click in the <b>Postal</b> field. <input type="text"/>
17.	Enter the desired information into the <b>Postal</b> field. Enter " <b>46204</b> ".
18.	Enter the desired information into the <b>County</b> field. Enter " <b>Marion</b> ".
19.	Click the <b>OK</b> button. <input type="button" value="OK"/>

The screenshot shows the 'Training' window of the PeopleSoft User Productivity Kit. The window has a title bar with standard OS icons and a navigation bar with links: Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar are tabs for Name History, Address History, Personal History, and Identity/Diversity. The main content area displays information for a new employee, Harper, Stella J, with EmpID: NEW. The 'Address Type' section shows a dropdown menu set to 'HOME' and a list of address history entries. The first entry is for an effective date of 12/13/2004, status 'Active', country 'USA', and address '105 Garden Ln, Indianapolis, IN 46204, Marion'. Below this are sections for 'Phones' and 'Email Addresses', each with a dropdown menu and a text field. At the bottom, there are tabs for Personal Data, Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation. A row of buttons includes Save, Previous tab, Next tab, Refresh, and Add.

**Training**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Name History** | **Address History** | **Personal History** | **Identity/Diversity**

Harper, Stella J      EmpID: NEW

**Address Type** Find | View All First 1 of 1 Last

\*Address Type: HOME

**Address History** Find | View All First 1 of 1 Last

\*Effective Date: 12/13/2004 \*Status: Active

Country: USA United States

Address: 105 Garden Ln  
Indianapolis, IN 46204  
Marion [Edit Address](#)

**Phones** Customize | Find | First 1 of 1 Last

\*Phone Type Telephone

**Email Addresses** Customize | Find | First 1 of 1 Last

\*Email Type

Personal Data | **Job Data** | Employment Data | Earnings Distribution | Benefits Program Participation

Save Previous tab Next tab Refresh Add

[Name History](#) | [Address History](#) | [Personal History](#) | [Identity/Diversity](#)

Step	Action
20.	Click the <b>Job Data</b> link. <a href="#">Job Data</a>

Step	Action
21.	Click in the <b>*Company</b> field. <input type="text"/>
22.	Enter the desired information into the <b>*Company</b> field. Enter " <b>soi</b> ".
23.	Enter the desired information into the <b>*Department</b> field. Enter " <b>191001</b> ".
24.	Click in the <b>Location</b> field. <input type="text"/>

**Training**

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation

Harper, Stella J      EmplID: NEW      Empl Rcd#: 0

Work Location      Find | View All      First 1 of 1 Last

Job Status: Active      Date Created: 12/13/2004      + -

\*Effective Date: 12/13/2004      Effective Sequence: 0      \*Job Indicator: Primary Job

Action / Reason: Add Non-Employee     

Position Number:      Position Entry Date:      Current

☐ Position Management Record

\*Regulatory Region: USA      United States

Company: SOI      State of Indiana

\*Business Unit: STIND      State of Indiana

\*Department: 191001      DWD - General Admin      Department Entry Date: 12/13/2004

Location: 0000000555      DWD Indianapolis

Supervisor ID:

Reports To:

ID:

Establishment ID:

Personal Data | Job Data | **Employment Data** | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Step	Action
25.	Click the <b>Job Information</b> tab. <a href="#">Job Information</a>

**Training**

Home | Worksheet | Add to Favorites | Sign out

New Window | Help | Customize Page

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation

Harper, Stella J | EmplID: NEW | Empl Rcd#: 0

**Job Information** | Find | View All | First | 1 of 1 | Last

Effective Date: 12/13/2004 | Effective Sequence: 0 | Job Indicator: Primary Job

Action / Reason: Add Non-Employee | Current

\*Job Code: [REDACTED] | Entry Date: | Planned Exit: | End Job Automatically

Supervisor Level: | \*Regular/Temporary: Regular | \*Full/Part: Full-Time

Empl Class: | \*Officer Code: None

\*Regular Shift: N/A | Shift Rate: | FTE: 0.000000 | Adds to FTE Actual Count?

Standard Hours: 37.50 | Work Period: W Weekly | \*Classified Ind: Classified

Contract Number: | Contract Type: | Encumbrance Override

USA

\*FLSA Status: No FLSA | \*EEO Class: None | Work Day Hours:

Personal Data | Job Data | **Employment Data** | Earnings Distribution | Benefits Program Participation

Step	Action
26.	Click in the <b>*Job Code</b> field. <span style="background-color: red; color: red;">[REDACTED]</span>
27.	Enter the desired information into the <b>*Job Code</b> field. Enter " <b>nonemp</b> ".

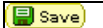
**Training**

Home | Worklist | Add to Favorites | Sign out

Find | View All | First | 1 of 1 | Last

Effective Date: 12/13/2004 Effective Sequence: 0 Job Indicator: Primary Job  
Action / Reason: Add Non-Employee Current

\*Job Code: nonemp Non-Employee Entry Date: 12/13/2004  
Supervisor Level: Plannd Exit: ☐ End Job Automatically  
\*Regular/Temporary: Regular \*Full/Part: Full-Time  
Empl Class: \*Officer Code: None  
\*Regular Shift: N/A Shift Rate: /  
Standard Hours: 37.50 FTE: 1.000000 ☐ Adds to FTE Actual Count?  
Work Period: W Weekly \*Classified Indc: Classified  
Contract Number: Contract Type:  
Next Contract Number  
☐ Encumbrance Override  
USA  
\*FLSA Status: Nonexempt \*EEO Class: None Work Day Hours:  
Personal Data | Job Data | Employment Data | Earnings Distribution | Benefits Program Participation  
Save Previous tab Next tab Refresh Add  
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Step	Action
28.	Click the <b>Save (Alt+1)</b> button. 
29.	<b>End of Procedure.</b>



## Instructor Profiles

### Procedure



Step	Action
1.	Click the <b>Enterprise Learning</b> link. <a href="#">▶ Enterprise Learning</a>
2.	Click the <b>Define Training Resources</b> link. <a href="#">▶ Define Training Resources</a>
3.	Click the <b>Instructors</b> link. <a href="#">Instructors</a>

**Training**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

**Instructors**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

Instructor ID: begins with   
 Name: begins with   
 Vendor ID: begins with

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
4.	Enter the desired information into the <b>Instructor ID</b> field. Enter " <b>10000207265</b> ".
5.	Click the <b>Search (Alt+1)</b> button. <div><input type="button" value="Search"/></div>

The screenshot shows a web browser window with the title 'Training'. The browser's address bar and toolbar are visible at the top. The page has a blue header with navigation links: 'Home', 'Worksheet', 'Add to Favorites', and 'Sign out'. Below the header, there are links for 'New Window', 'Help', 'Customize Page', and a printer icon. The main content area is titled 'Instructor Profile' and has a tab labeled 'Qualification'. The form contains the following fields and controls:

- Instructor ID:** 10000207265 Tabor-Tilton, Lisa J
- Internal/External:** A dropdown menu with 'Internal' selected.
- Vendor ID:** An empty text field.
- School Code:** An empty text field.
- School Name:** An empty text field.
- Per Unit Cost:** A text field containing 'USD' with a currency icon.
- Cost Unit:** A dropdown menu with 'Hour' selected.
- Area of Expertise:** An empty text field.
- Description:** A large text area with a vertical scrollbar.

At the bottom of the form, there are three buttons: 'Save' (with a floppy disk icon), 'Return to Search' (with a magnifying glass icon), and 'Add' (with a plus icon) followed by 'Update/Display' (with a refresh icon). Below the buttons is a link: 'Instructor Profile | Qualification'.

Step	Action
6.	Click the <b>Qualification</b> tab. <a href="#">Qualification</a>

**Training**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Instructor Profile** | **Qualification**

Instructor: 10000207265 Tabor-Tilton, Lisa J

**Courses Qualified to Teach** Find | View All First 1 of 24 Last

\*Course Code 000678 PS Benefits Training

**Competencies Match Analysis**

0 out of 0

[Matching Competencies](#)


**Accomplishments Match Analysis**

0 out of 0

[Matching Accomplishments](#)

Save Return to Search Add Update/Display

[Instructor Profile](#) | [Qualification](#)

Step	Action
7.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
8.	Enter the desired information into the <b>*Course Code</b> field. Enter " <b>000354</b> ".

**Training**

Home | Worksheet | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

**Instructor Profile** | **Qualification**

Instructor: 10000207265 Tabor-Tilton, Lisa J

**Courses Qualified to Teach** Find | View All First 2 of 25 Last

\*Course Code  
000354

Add a new row at row 2 (Alt+7)

**Competencies Match Analysis**

0 out of 0

[Matching Competencies](#)


**Accomplishments Match Analysis**

0 out of 0

[Matching Accomplishments](#)

Save Return to Search Add Update/Display

[Instructor Profile](#) | [Qualification](#)

Step	Action
9.	Click the <b>Save (Alt+1)</b> button. 
10.	<b>End of Procedure.</b>

## Creating a Wait List

You use wait lists to organize the enrollment process and ensure a fair enrollment method. In addition, you use wait lists to monitor course demand and create sessions when enrollment demand is high. Alternatively, they are used to collect requests for existing course sessions and enable automatic enrollment of students in the session.

With the use of wait lists and automatic session enrollment, it is necessary to understand the way PeopleSoft processes information. The order in which students are enrolled from wait lists into sessions is determined by the PeopleSoft processing logic.

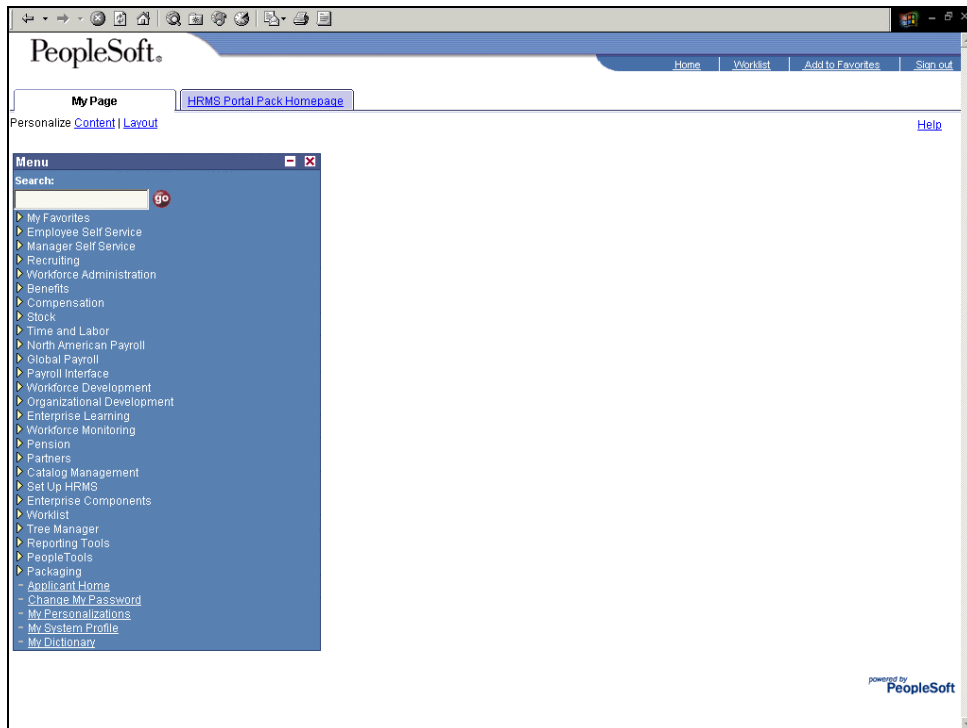
When using course auto-enrollment, a session for which students are being enrolled must be specified. Once the session is selected, PeopleSoft enrolls students in the following order of preference or hierarchy:

- **Session Waitlist Status.** Students with session wait list for the particular session selected are given priority over any student with a general course wait list status.
- **Waitlist Date.** Students with session wait list status are then sorted for enrollment based on their wait list date, the date they were entered onto the wait list. Generally, the student with the oldest date is given first priority. If multiple students share the same date, priority is based on ID.
- **ID.** Among students who share the same session wait list date, employees always get first opportunity for training sessions. If all of those employees have been enrolled, then non-employees with that same session wait list date are enrolled.
- If all students with session wait list status for this session have been enrolled, then students with general course wait list status are enrolled under the same wait list date and ID guidelines listed above for session wait list status.
- If a session has fewer seats available than students of equal standing, PeopleSoft does not perform any enrollment automatically. In that case, manual enrollment must be used, and some other form of selection must be imposed. Alternatively, the session could be modified to allow a larger enrollment.

In this topic, two people requested enrollment in the Professional Presentations course session K005. Your goal is to add them to a wait list in the course session.

## Procedure

Two people requested enrollment in Professional Presentations course session K005. Your goal is to add them to a wait list in the course session.



Step	Action
1.	Begin by navigating to the <b>Course Wait List</b> page. Click the <b>Enterprise Learning</b> link. <a href="#">▶ Enterprise Learning</a>
2.	Click the <b>Student Enrollment</b> link. <a href="#">▶ Student Enrollment</a>
3.	Click the <b>Create/Update Course Wait List</b> link. <a href="#">Create/Update Course Wait Lis</a>

PeopleSoft

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

**Menu**

- Workforce Development
- Organizational Development
- Enterprise Learning
  - Training Budget
  - Student Enrollment
    - Enroll by Department
    - Enroll by Employee
    - Enroll by Group
    - Enroll Individually
    - Create/Update Course Wait List**
    - Course Session Auto Enrollment
    - Reschedule Between Sessions
    - Enroll in Course
    - Quick Enrollment
    - Create Training Letters
  - Result Tracking
  - Cost Analysis
  - Training Reports
  - Course Reports
  - Define Training Resources
  - Define Course/Cost Details
  - Define Budget
  - Administer Training Requests
- Workforce Monitoring
- Pension
- Partners
- Catalog Management
- Set Up HRMS
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Packaging
  - Applicant Home
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

**Create/Update Course Wait List**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Course Code:  begins with

Description:  begins with

Internal/External:


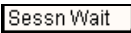
Course Type:


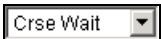
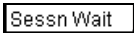

☐ Case Sensitive

[Basic Search](#)

Step	Action
4.	Enter the desired information into the <b>Course Code</b> field. Enter " <b>K005</b> ".
5.	Click the <b>Search</b> button. <input type="button" value="Search"/>


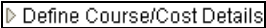

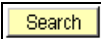
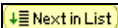
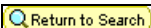
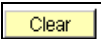
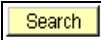



Step	Action
6.	Use the <b>Course Wait List</b> page to add employees and non-employees to wait lists and assign the enrollment status. For this exercise, add two employees to the wait list. To add them to the wait list, specify their IDs in the <b>EmplID</b> field. Enter the desired information into the <b>EmplID</b> field. Enter " <b>KU0097</b> ".
7.	Press <b>[Tab]</b> .
8.	Assign a wait list status to the employee in the <b>Attendance</b> field. The PeopleSoft application provides a course wait list and a session wait list. Use both of these statuses in the processing logic when enrolling students from a wait list to a session. Click the <b>*Attendance</b> list. 
9.	Click an entry in the list. 
10.	Press <b>[Tab]</b> .
11.	Notice that the PeopleSoft application populates a letter code from the <b>Standard Letter</b> table according to the student's wait list status. In addition, the PeopleSoft application populates the wait list date based on the current date. The PeopleSoft application uses this date to enroll students from the oldest date to the most recent date. You can override this date if the student requested for enrollment in the course on a different date. Accept the default wait list date. Press <b>[Tab]</b> .
12.	If you assign a session wait list status to a student, specify from the list of Active

Step	Action
	sessions the session number in the <b>Session #</b> field. Enter the desired information into the <b>Session #</b> field. Enter " <b>0072</b> ".
13.	Click the <b>Add Row</b> button. 
14.	Enter the desired information into the <b>EmplID</b> field. Enter " <b>KU0098</b> ".
15.	Press <b>[Tab]</b> .
16.	Click the <b>*Attendance</b> list. 
17.	Click an entry in the list. 
18.	Press <b>[Tab]</b> .
19.	Enter the desired information into the <b>Session #</b> field. Enter " <b>0072</b> ".
20.	Click the <b>Save</b> button. 
21.	You successfully created a wait list. <b>End of Procedure.</b>





## Appendix – Job Aides




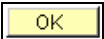

### Viewing Current Course Sessions




1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Define Course/Cost Details</b> link. 
3.	Click the <b>Course Sessions</b> link. 
4.	Enter the desired information into the <b>Course Code</b> field. Enter a valid value, e.g. " <b>001234</b> ".
5.	Click the <b>Search (Alt+1)</b> button. 
6.	By specifying a <b>Course</b> and not a <b>Session</b> and clicking <b>Search</b> , you will see all sessions that have been created for this course and their statuses.  Click to <b>Scroll down</b> the list.
7.	Let's look at session <b>83</b> which is <b>Active</b> .  Click to select this row.
8.	You can see and update the information for this session. Use the <b>Next</b> and <b>Previous in List</b> to view other sessions. Click the <b>Next in list (Alt+3)</b> button. 
9.	Let's return to the list of sessions for this course.  Click the <b>Return to Search (Alt+2)</b> button. 
10.	Click the <b>Clear</b> button to reset the search. 
11.	If you don't know a <b>Course</b> number, you may search from the <b>Description</b> field of the course.  Enter a valid value, e.g. " <b>comm</b> ".
12.	Click the <b>Search (Alt+1)</b> button. 

13.	<p>Notice that we can see the first <b>100 of 115 Course/Sessions</b> beginning with <b>Comm</b>.</p> <p>Click the <b>Show next rows (Alt+.)</b> button to view the last <b>15</b> of them.</p> 
14.	Click in a row to select one of the <b>Community Corrections</b> sessions.
15.	<b>End of Procedure.</b>

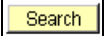

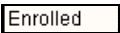
## Adding a Course Session


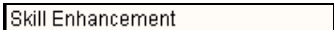

1.	<p>Begin by navigating to the <b>Course Session Profile</b> page.</p> <p>Click the <b>Enterprise Learning</b> link.</p> 
2.	<p>Click the <b>Define Course/Cost Details</b> link.</p> 
3.	<p>Click the <b>Course Sessions</b> link.</p> 
4.	Click the <b>Add a New Value</b> tab.
5.	<p>Enter the Course Code in the Course Code Field. Enter a valid value, e.g. <b>"BSK001"</b>.</p> <p>If you do not know the course code, click on the magnifying glass to lookup the course codes.</p>
6.	<p>Click the <b>Add</b> button.</p> <p><b>IMPORTANT:</b> Leave the Course Session Number <b>Blank</b>.</p> <p>The system will assign a sequential number when you save the record.</p> 
7.	<p>Use the <b>Course Session Profile</b> page to enter, update, or view a session status, date, time, and capacity.</p> <p>To create a new session, accept the default status of <b>Active</b> for the <b>Session Status</b> field.</p> <p>The Session Status field is used to specify the session status, such as active, canceled, or complete for existing sessions.</p>
8.	<p>Enter the desired information into the <b>Start Date</b> field. Enter a valid value, e.g. <b>"02/17/2003"</b>.</p>
9.	Press <b>[Tab]</b> .

10.	Enter the desired information into the <b>End Date</b> field. Enter a valid value, e.g. <b>"02/17/2004"</b> .  (Note: The fact that the class start/end dates are not the same year appears to be a typo in the tutorial.)
11.	Press <b>[Tab]</b> .
12.	Enter the desired information into the <b>Start Time</b> field. Enter a valid value, e.g. <b>"0800"</b> .
13.	Press <b>[Tab]</b> .
14.	Enter the desired information into the <b>End Time</b> field. Enter a valid value, e.g. <b>"1700"</b> .
15.	Press <b>[Tab]</b> .
16.	Click in the <b>Vendor ID</b> field. 
17.	Enter the <b>Business Unit</b> into the <b>Vendor ID</b> field. Enter a valid value, e.g. <b>"00070"</b> .
18.	Click the <b>Location, Instructor</b> tab.
19.	Use the <b>Location, Instructor</b> page to enter, update, or view information regarding the course session at the training facility.
20.	Specify a training facility code for this session in the <b>Facility</b> field. Enter the desired information into the <b>Facility</b> field. Enter a valid value, e.g. <b>"BZ001"</b> .
21.	The <b>Instructor ID/Name</b> field is optional. If you want to put in an instructor, use the <b>Select free Instructor</b> link, otherwise leave blank.  <b>Never TYPE an instructor into the Instructor Name field.</b> Click the <b>Select free Instructor</b> link. 
22.	Click the <input type="checkbox"/> option. 
23.	Click the <b>Ok (Enter)</b> button. 
24.	Click the <b>Equipment</b> tab. 
25.	The <b>Equipment</b> page is <i>optional</i> . Use the <b>Equipment</b> page if you would like to designate specific equipment for this course session. In this example, we'll demonstrate it's use.  Use the <b>Training Facility Equipment</b> link to view a list of standard equipment used at the facility.




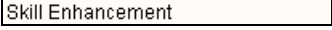

	<p>After viewing the list, you will be returned to this page to select any additional equipment that is needed.</p> <p>Click the <b>Training Facility Equipment</b> link.</p> <p><a href="#">Training Facility Equipment</a></p>
26.	<p>Here the standard equipment for this facility is listed.</p> <p>Click the <b>Return (Esc)</b> button.</p> <p></p>
27.	<p>Use the <b>Session Equipment/Materials</b> section of this page if you would like to specify any additional equipment for your session.</p> <p>Click the <b>Look up Equipment/Materials Code (Alt+5)</b> button.</p> <p></p>
28.	<p>Select <b>Flip Charts</b> for this example.</p>
29.	<p>Click the <b>Save (Alt+1)</b> button.</p> <p></p>
30.	<p>Notice that the session number has changed from 0000 to <b>0001</b>. This indicates that a new session has been added to the <b>Presentation Skills</b> course. It was automatically assigned a number. In this case <b>0001</b>.</p>
31.	<p>You successfully added a session for the Presentation Skills course.</p> <p><b>End of Procedure.</b></p>

## Enrolling Students Individually

1.	<p>Begin by navigating to the <b>Course Session Enrollment</b> page. Click the <b>Enterprise Learning</b> link.</p> 
2.	<p>Click the <b>Student Enrollment</b> link.</p> 
3.	<p>Click the <b>Enroll Individually</b> link.</p> 
4.	<p>Enter the desired information into the <b>Course Code</b> field. Enter a valid value, e.g. <b>"BSK001"</b>.</p>
5.	<p>Press <b>[Tab]</b>.</p>
6.	<p>Enter the desired information into the <b>Course Session Nbr</b> field. Enter a valid value, e.g. <b>"0001"</b>.</p>
7.	<p>Click the <b>Search</b> button.</p> 
8.	<p>Use the <b>Course Session Enrollment</b> page to enroll students.</p> <p><b>CAUTION:</b> As you select each student for enrollment, always double-check the Business Unit field and verify that it is the correct employee. Name searches sometimes display more than one individual with the same name.</p> <p>Enter the desired information into the <b>EmplID</b> field. Enter a valid value, e.g. <b>"KR0040"</b>.</p>
9.	<p>Press <b>[Tab]</b>.</p>
10.	<p>Specify the student enrollment status, such as Enrolled, Sessn Wait, or Request, in the <b>Enrollment/Attendance</b> field.</p> <p>Click the <b>*Enrollment/Attendance</b> list.</p> 
11.	<p>Select <b>Enrolled</b>.</p> 
12.	<p>The <b>Status Date</b> field uses the current system date by default. Accept the default date for this field.</p> <p>Press <b>[Tab]</b>.</p>
13.	<p>Specify the reason for training in the <b>Training Reason</b> field.</p> <p>Click the <b>Training Reason</b> list.</p>




	
14.	<p>Click an entry in the list.</p> <p>Always select <b>Skill Enhancement</b>.</p> 
15.	Press <b>[Tab]</b> .
16.	<p>Leave the <b>Prerequisites Met</b> option turned off. After you have finished all enrollments, you may use <b>Prerequisite Checking</b> (above) to verify that your students' course requirements have been met.</p>
17.	<p>You may use the <b>Prerequisite Checking</b> button to search the Student Training records listed on the Session Enrollment page and determine if each student has completed and passed the prerequisite courses. If so, PeopleSoft populates the <b>Prerequisites Met</b> check box for each student who meets the criteria. If a student is lacking the necessary courses, a method of notifying students of discrepancies may be developed. Also, any enrolled status existing for students who do not meet the prerequisites may be manually changed.</p>
18.	<p>Use the <b>Letter Code</b> field to generate a form letter. The letter code defaults to CON, indicating Confirmed. For this exercise, accept the default letter code value.</p> <p><b>IMPORTANT!!</b> The system does not currently support the generation of letters. At this time, you must have an alternative method of notifying students.</p>
19.	<p>Do not use the <b>Population</b>, <b>Catalog</b>, or <b>Demand ID</b> fields. This functionality has not been developed.</p> <p>To enroll additional students, we will click the <b>Plus (+)</b> to the right. Enter the same fields as mentioned above for each enrollment.</p> <p><b>IMPORTANT!!!</b> If you do not click the plus sign when enrolling additional students, you will overlay information and destroy the record you just completed. <b>Always click the plus sign before adding a new enrollment!!</b></p> <p>The total <b>#Enrolled</b> above the blue <b>Attendance bar</b> changes with each entry. This enables you to determine when you have reached the maximum number of students for the class. If the number of students enrolled exceeds the <b>Maximum Students</b> allowed, a warning message will display.</p>
20.	<p>We will now add another student.</p> <p>Click the <b>Add Row</b> button.</p> 
21.	<p>Enter the desired information into the <b>EmplID</b> field. Enter a valid value, e.g. "12345".</p>



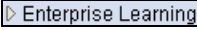





	"KR0041".
22.	Press <b>[Tab]</b> .
23.	Click the <b>*Enrollment/Attendance</b> list. 
24.	Click an entry in the list.  Select <b>Enrolled</b> . 
25.	Press <b>[Tab]</b> .
26.	Click the <b>Training Reason</b> list. 
27.	Select <b>Skill Enhancement</b> . 
28.	You have enrolled two employees in Presentation Skills course session 0001. If you enroll more than the maximum number of employees allowed in the session, the PeopleSoft application issues a warning message when you save the page.
29.	Your enrollment(s) are completed.  Click the <b>Save</b> button. 
30.	You successfully enrolled students individually. <b>End of Procedure.</b>

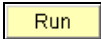

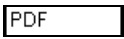
## Enrolling Students in Multiple Courses

1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Student Enrollment</b> link. 
3.	Click the <b>Enroll in Course</b> link. 
4.	Enter the desired information into the <b>EmplID</b> field. Enter a valid value, e.g. <b>"10000228295"</b> .
5.	Click the <b>Search (Alt+1)</b> button. 
6.	Enter the desired information into the <b>Course Code</b> field. Enter a valid value, e.g. <b>"001234"</b> .
7.	Press <b>[Tab]</b> .
8.	Click the <b>Look up Session # (Alt+5)</b> button. 
9.	You may only enter or change enrollment for <b>Active</b> classes. <b>Select Course Session Nbr 0083.</b>
10.	Click the <b>Training Reason</b> list. 
11.	Click an entry in the list.
12.	Click in the <b>Business Unit</b> field. 
13.	Enter the desired information into the <b>Business Unit</b> field. Enter a valid value, e.g. <b>"00070"</b> .
14.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
15.	Enter the desired information into the <b>Course Code</b> field. Enter a valid value, e.g. <b>"001267"</b> .
16.	Press <b>[Tab]</b> .
17.	Click the <b>Look up Session # (Alt+5)</b> button. 






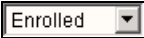
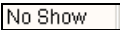
18.	Click the <b>Search Results</b> table.
19.	Click the <b>Training Reason</b> list. 
20.	Click an entry in the list.
21.	Click in the <b>Business Unit</b> field. 
22.	Enter the desired information into the <b>Business Unit</b> field. Enter a valid value, e.g. " <b>00070</b> ".
23.	Click the <b>Save (Alt+1)</b> button. 
24.	<b>End of Procedure.</b>




## Printing a Course Sign-in Sheet

1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Training Reports</b> link. 
3.	Click the <b>Course Sign In</b> link. 
4.	You will need to <b>Find an Existing</b> or <b>Add a New Value</b> for <b>Run Control ID</b> .  If you only have one <b>Run Control ID</b> , it will return when you click <b>Search</b> .  Click the <b>Search (Alt+1)</b> button. 
5.	Enter your <b>Course</b> number.  Enter a valid value, e.g. " <b>001234</b> ".
6.	Click the <b>Look up Session # (Alt+5)</b> button. 
7.	You may only print the <b>Course Sign-in Sheet</b> for <b>Active</b> sessions.  Select session <b>0088</b> . 

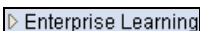
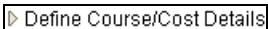

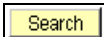


8.	Click the <b>Run</b> button. 
9.	Click the <b>*Format</b> list. 
10.	Select format <b>PDF</b> . 
11.	<b>End of Procedure.</b>


## Closing a Course Session - Processing the Sign-in Sheet

1.	<p>Begin by navigating to the <b>Course Session Enrollment</b> page. Click the <b>Enterprise Learning</b> link.</p> 
2.	<p>Click the <b>Student Enrollment</b> link.</p> 
3.	<p>Click the <b>Enroll Individually</b> link.</p> 
4.	<p>Enter the desired information into the <b>Course Code</b> field. Enter a valid value, e.g. <b>"BSK001"</b>.</p>
5.	<p>Click the <b>Search</b> button.</p> 
6.	<p>Use the <b>Course Session Enrollment</b> page to enter or change student enrollment information for this session.</p> <p>The <b>Attendance</b> section provides information about the students enrolled in this session. It also defines the students' <b>Enrollment Status</b> for this session.</p> <p>Students who attended the session should be left with a status of <b>Enrolled</b>. They will be automatically changed to <b>Completed</b> once the session is closed out. Enrolled students <b>not attending</b>, need to be changed before closing out the session.</p> <p>If a non-enrolled student attended the class and you wish to give them credit, you would <b>Add a Record</b> to enter them now as <b>Enrolled</b>. See <b>Enrolling Students Individually</b> documentation.</p> <p>Click the <b>Next Row</b> button to find the enrolled student who did not attend in this example.</p> 
7.	<p>Rosa was enrolled for the session, but did not attend. We need to change her <b>Enrollment/Attendance</b> status to <b>No Show</b>. Click the <b>*Enrollment/Attendance</b> list.</p> 
8.	<p>Select <b>No Show</b>.</p> 
9.	<p>Once you have made the changes or additions from your original <b>Sign-in Sheet</b>, you will save this information.</p> <p>Click the <b>Save</b> button.</p>


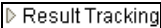

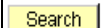



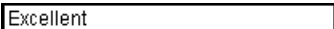
	
10.	<p>Now, verify the data updated in the summarized course session report.</p> <p>To view the report, navigate to the <b>Course Session Summary</b> page. Click the <b>Result Tracking</b> link.</p> 
11.	<p>Click the <b>Review Session Summary</b> link.</p> 
12.	Use the <b>Course Session Summary</b> page to view a summarized report indicating the EmplID, name, and status of all the students in a particular course session.
13.	<b>End of Procedure.</b>



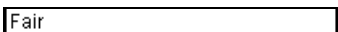


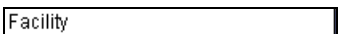

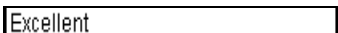


## Closing a Course Session - Marking the Class as Complete

1.	<p>Click the <b>Enterprise Learning</b> link.</p> 
2.	<p>Click the <b>Define Course/Cost Details</b> link.</p> 
3.	<p>Click the <b>Course Sessions</b> link.</p> 
4.	Enter the desired information into the <b>Course Code</b> field. Enter a valid value, e.g. " <b>001234</b> ".
5.	Enter the desired information into the <b>Course Session Nbr</b> field. Enter a valid value, e.g. " <b>49</b> ".
6.	<p>Click the <b>Search (Alt+1)</b> button.</p> 
7.	<p>We will change the <b>Session Status</b> to <b>Complete</b>. Click the <b>*Session Status</b> list.</p> 
8.	<p>Select <b>Complete</b>.</p> 
9.	<p>This will close out the session and change all of the students who were enrolled in it to a status of <b>Completed</b>.</p> <p>Marking the session <b>Complete</b> will also lock the enrollment records and disable the <b>Class Sign-in Sheet</b> for this session. You may always make the session <b>Active</b> again later to make any corrections.</p>

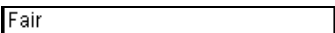


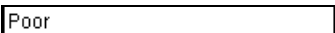


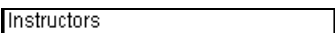

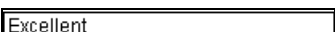


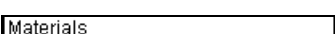
	Click the <b>Save (Alt+1)</b> button. 
10.	<b>End of Procedure.</b>


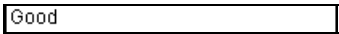




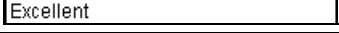


## Evaluating a Course Session

1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Result Tracking</b> link. 
3.	Click the <b>Evaluate Course Session</b> link. 
4.	Enter the desired information into the <b>Course Code</b> field. Enter a valid value, e.g. " <b>001234</b> ".
5.	Enter the desired information into the <b>Course Session Nbr</b> field. Enter a valid value, e.g. " <b>49</b> ".
6.	Click the <b>Search (Alt+1)</b> button. 
7.	Click the <b>*Rating Area</b> list. 
8.	In the <b>Ratings Area</b> you will need to follow the <b>Standard Rating Form</b> format and add rows of data to capture the correct information.  The five areas are <b>Content</b> , <b>Facility</b> , <b>Instructors</b> , <b>Materials</b> , and <b>Presentation</b> .  <b>Important:</b> Always remember to click the <b>Plus sign (+)</b> before entering the ratings for your next area.  Select <b>Content</b> . 
9.	Click the <b>*Rating</b> list. 
10.	In the <b>Rating</b> field, select the appropriate rating: <b>Excellent</b> , <b>Good</b> , <b>Fair</b> , or <b>Poor</b> .  For this example, select <b>Excellent</b> . 
11.	Press <b>[Tab]</b> .

12.	In the <b>Total Count Field</b> , enter the number of students who selected the rating. The system computes the <b>Rating Points</b> assigned to each rating. Enter the desired information into the <b>*Total Count</b> field. Enter a valid value, e.g. <b>"10"</b> .
13.	We will add a record/row for each <b>Rating</b> selected by the students. Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
14.	Click the <b>*Rating</b> list. 
15.	Select <b>Fair</b> . 
16.	Press <b>[Tab]</b> .
17.	Enter the desired information into the <b>*Total Count</b> field. Enter a valid value, e.g. <b>"2"</b> .
18.	Once we have completed all the students' ratings for <b>Content</b> , add a row to enter the next <b>Rating Area</b> .  <b>Important:</b> Don't forget to click the <b>Plus sign (+)</b> before entering the next <b>Rating Area</b> . Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
19.	Click the <b>*Rating Area</b> list. 
20.	Select <b>Facility</b> . 
21.	Click the <b>*Rating</b> list. 
22.	Select <b>Excellent</b> . 
23.	Press <b>[Tab]</b> .
24.	Enter the desired information into the <b>*Total Count</b> field. Enter a valid value, e.g. <b>"10"</b> .
25.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
26.	Click the <b>*Rating</b> list. 


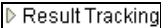

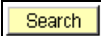




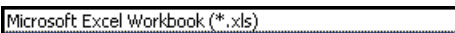
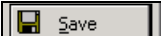


27.	Select <b>Fair</b> . 
28.	Press <b>[Tab]</b> .
29.	Enter the desired information into the <b>*Total Count</b> field. Enter a valid value, e.g. <b>"1"</b> .
30.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
31.	Click the <b>*Rating</b> list. 
32.	Select <b>Poor</b> . 
33.	Press <b>[Tab]</b> .
34.	Enter the desired information into the <b>*Total Count</b> field. Enter a valid value, e.g. <b>"1"</b> .
35.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
36.	Click the <b>*Rating Area</b> list. 
37.	Select <b>Instructors</b> . 
38.	Click the <b>*Rating</b> list. 
39.	Select <b>Excellent</b> . 
40.	Press <b>[Tab]</b> .
41.	Enter the desired information into the <b>*Total Count</b> field. Enter a valid value, e.g. <b>"12"</b> .
42.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
43.	Click the <b>*Rating Area</b> list. 
44.	Select <b>Materials</b> . 

45.	Click the <b>*Rating</b> list. 
46.	Select <b>Good</b> . 
47.	Press <b>[Tab]</b> .
48.	Enter the desired information into the <b>*Total Count</b> field. Enter a valid value, e.g. <b>"12"</b> .
49.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
50.	Click the <b>*Rating Area</b> list. 
51.	Select <b>Presentation</b> . 
52.	Click the <b>*Rating</b> list. 
53.	Select <b>Excellent</b> . 
54.	Press <b>[Tab]</b> .
55.	Enter the desired information into the <b>*Total Count</b> field. Enter a valid value, e.g. <b>"12"</b> .
56.	If you would like to review all of your ratings, click the <b>View All</b> link. 
57.	Click to <b>scroll down</b> the page.
58.	Click the <b>Save (Alt+1)</b> button. 
59.	<p>Once you have saved your ratings, <b>Session Evaluation</b> statistics will be calculated and displayed on this page next to each of the <b>Ratings Areas</b>:</p> <p>The <b>Session Average</b> rating is the overall average rating for the session. This is the average of the <b>Average Rating</b> values for all rating areas. This appears only in the first <b>Ratings Area</b> box.</p> <p>The <b>Average Rating</b> field shows the average rating for the selected <b>Rating Area</b>.</p> <p>The <b>Total Count</b> field shows the number of evaluations received for the <b>Rating Area</b>. This is the sum of all the <b>Total Count</b> fields in the <b>Ratings</b> box.</p>

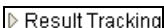

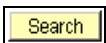





60.	<b>End of Procedure.</b>
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## Viewing Session Summary

1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Result Tracking</b> link. 
3.	Click the <b>Review Session Summary</b> link. 
4.	Enter the desired information into the <b>Course Code</b> field. Enter a valid value, e.g. <b>"001234"</b> .
5.	Enter the desired information into the <b>Course Session Nbr</b> field. Enter a valid value, e.g. <b>"49"</b> .
6.	Click the <b>Search (Alt+1)</b> button. 
7.	Here you can see the <b>Course Session Summary</b> for this session. You may want to save this data to a spreadsheet. Click the <b>Download</b> button. 
8.	The spreadsheet opens up in a new browser window. You may save this to an excel worksheet. Click the <b>File</b> menu. 
9.	Click the <b>Save As...</b> menu. 
10.	Enter the directory and filename information to save your spreadsheet. Enter a valid value, e.g. <b>"Summary"</b> .
11.	Click to drop down the <b>file type</b> . 
12.	Select <b>Excel Workbook</b> . 
13.	Click <b>Save</b> . 


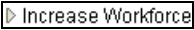






14.	<p>Close the popup window.</p> <p>Click the <b>Close</b> button.</p> 
15.	<b>End of Procedure.</b>

## Viewing Student Training Summary - SOI

1.	<p>Click the <b>Result Tracking</b> link.</p> 
2.	<p>Click the <b>Review Training Summary</b> link.</p> 
3.	<p>Enter the desired information into the <b>EmplID</b> field. Enter a valid value, e.g. "<b>10000228295</b>".</p>
4.	<p>Click the <b>Search (Alt+I)</b> button.</p> 
5.	<p>The student's <b>Enrollment Information</b> appears here.</p> <p>Click the <b>Status</b> tab.</p> 
6.	<p>The student's <b>Enrollment Status</b> appears here.</p> <p>This information can be saved to a spreadsheet file.</p> <p>Click the <b>Download</b> button.</p> 
7.	<p>The spreadsheet opens up in a new browser window. You may save this to an excel worksheet.</p> <p>Click the <b>File</b> menu.</p> 
8.	<p>Click the <b>Save As...</b> menu.</p> 
9.	<p>Enter the directory and file name information here.</p> <p>Enter a valid value, e.g. "<b>Training</b>".</p>
10.	<p>Click to drop down the <b>file type</b>.</p> 
11.	Select <b>Excel Workbook</b> .

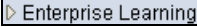






	
12.	Click <b>Save</b> . 
13.	Close the pop-up window. 
14.	<b>End of Procedure.</b>

## Adding Non-Employees






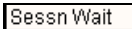
1.	Click the <b>Workforce Administration</b> link. 
2.	Click the <b>Increase Workforce</b> link. 
3.	Click the <b>Add Non-Employee</b> link. 
4.	Click the <b>Add</b> button. 
5.	Enter the desired information into the <b>First</b> field. Enter a valid value, e.g. " <b>Stella</b> ".
6.	Click in the <b>Middle</b> field. 
7.	Enter the desired information into the <b>Middle</b> field. Enter a valid value, e.g. " <b>J</b> ".
8.	Enter the desired information into the <b>Last</b> field. Enter a valid value, e.g. " <b>Harper</b> ".
9.	Click the <b>Address History</b> tab. 
10.	Click the <b>Edit Address</b> link. 
11.	Click in the <b>Address 1</b> field.
12.	Enter the desired information into the <b>Address 1</b> field. Enter a valid value, e.g. " <b>105 Garden Ln</b> ".
13.	Click in the <b>City</b> field. 

14.	Enter the desired information into the <b>City</b> field. Enter a valid value, e.g. " <b>Indianapolis</b> ".
15.	Enter the desired information into the <b>State</b> field. Enter a valid value, e.g. " <b>IN</b> ".
16.	Click in the <b>Postal</b> field. 
17.	Enter the desired information into the <b>Postal</b> field. Enter a valid value, e.g. " <b>46204</b> ".
18.	Enter the desired information into the <b>County</b> field. Enter a valid value, e.g. " <b>Marion</b> ".
19.	Click the <b>OK</b> button. 
20.	Click the <b>Job Data</b> link. 
21.	Click in the <b>*Company</b> field. 
22.	Enter the desired information into the <b>*Company</b> field. Enter a valid value, e.g. " <b>soi</b> ".
23.	Enter the desired information into the <b>*Department</b> field. Enter a valid value, e.g. " <b>191001</b> ".
24.	Click in the <b>Location</b> field. 
25.	Click the <b>Job Information</b> tab. 
26.	Click in the <b>*Job Code</b> field. 
27.	Enter the desired information into the <b>*Job Code</b> field. Enter a valid value, e.g. " <b>nonemp</b> ".
28.	Click the <b>Save (Alt+1)</b> button. 
29.	<b>End of Procedure.</b>


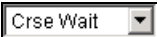
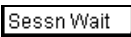

## Instructor Profiles

1.	Click the <b>Enterprise Learning</b> link. 
2.	Click the <b>Define Training Resources</b> link. 
3.	Click the <b>Instructors</b> link. 
4.	Enter the desired information into the <b>Instructor ID</b> field. Enter a valid value, e.g. <b>"10000207265"</b> .
5.	Click the <b>Search (Alt+1)</b> button. 
6.	Click the <b>Qualification</b> tab. 
7.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
8.	Enter the desired information into the <b>*Course Code</b> field. Enter a valid value, e.g. <b>"000354"</b> .
9.	Click the <b>Save (Alt+1)</b> button. 
10.	<b>End of Procedure.</b>

## Creating a Wait List

1.	<p>Begin by navigating to the <b>Course Wait List</b> page. Click the <b>Enterprise Learning</b> link.</p> <p></p>
2.	<p>Click the <b>Student Enrollment</b> link.</p> <p></p>
3.	<p>Click the <b>Create/Update Course Wait List</b> link.</p> <p></p>
4.	<p>Enter the desired information into the <b>Course Code</b> field. Enter a valid value, e.g. <b>"K005"</b>.</p>
5.	<p>Click the <b>Search</b> button.</p> <p></p>
6.	<p>Use the <b>Course Wait List</b> page to add employees and non-employees to wait lists and assign the enrollment status. For this exercise, add two employees to the wait list. To add them to the wait list, specify their IDs in the <b>EmplID</b> field. Enter the desired information into the <b>EmplID</b> field. Enter a valid value, e.g. <b>"KU0097"</b>.</p>
7.	<p>Press <b>[Tab]</b>.</p>
8.	<p>Assign a wait list status to the employee in the <b>Attendance</b> field. The PeopleSoft application provides a course wait list and a session wait list. Use both of these statuses in the processing logic when enrolling students from a wait list to a session. Click the <b>*Attendance</b> list.</p> <p></p>
9.	<p>Click an entry in the list.</p> <p></p>
10.	<p>Press <b>[Tab]</b>.</p>
11.	<p>Notice that the PeopleSoft application populates a letter code from the <b>Standard Letter</b> table according to the student's wait list status. In addition, the PeopleSoft application populates the wait list date based on the current date. The PeopleSoft application uses this date to enroll students from the oldest date to the most recent date. You can override this date if the student requested for enrollment in the course on a different date. Accept the default wait list date. Press <b>[Tab]</b>.</p>
12.	<p>If you assign a session wait list status to a student, specify from the list of Active sessions the session number in the <b>Session #</b> field. Enter the desired information into the <b>Session #</b> field. Enter a valid value, e.g. <b>"0072"</b>.</p>
13.	<p>Click the <b>Add Row</b> button.</p>



	
14.	Enter the desired information into the <b>EmplID</b> field. Enter a valid value, e.g. " <b>KU0098</b> ".
15.	Press <b>[Tab]</b> .
16.	Click the <b>*Attendance</b> list. 
17.	Click an entry in the list. 
18.	Press <b>[Tab]</b> .
19.	Enter the desired information into the <b>Session #</b> field. Enter a valid value, e.g. " <b>0072</b> ".
20.	Click the <b>Save</b> button. 
21.	You successfully created a wait list. <b>End of Procedure.</b>